

Chief of Naval Personnel		
Process Name: Fleet Reserves/Retirements		
Document ID: End-to-End		
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PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Personnel Support Detachments (PSDs) to follow during management and administration of Service Members transferring to the Fleet Reserve/retiring from Active Duty.

Requirements for the following SOP Roles are identified in this SOP:

- PSD/Personnel Office Clerk: The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Personnel Specialist authorized to *create* NSIPS transactions.
- PSD/Personnel Office Supervisor: The role of 'SUPERVISOR' refers to a civilian MILPERS or MILPAY Supervisor/Lead/Auditor or a senior Personnel Specialist who is normally designated as a PSD's, Aircraft Carrier's or other non-PSD supported unit's person authorized to *release* NSIPS transactions.
- Note: "If the designated supervisor is not a MILPAY lead/auditor, then a PSD Deputy Disbursing Officer (DDO), or shipboard senior Personnel Specialist, or other senior designated pay/personnel service representative properly authorized will be required to audit NSIPS transactions and supporting documentation impacting military pay PRIOR to releasing them, so as to ensure accurate and correct DJMS information is transmitted for inclusion into the Master Military Pay Accounts (MMPAs)."
- Command Leadership: CO/XO/CMC and key representatives (on large afloat command may include DHs, Dept LCPO, DIVOs, LCPOs, LPOs depending on organizational structure of the command)
- Command Career Counselor: CCC and Dept/Div personnel who perform career counseling as a collateral duty. Additionally for this SOP, CCC role may encompass responsibilities of designated Command Transition Counselor

- Command Pay and Personnel Administrator (CPPA): Serves as the primary customer service link between command members and the supporting PSD or Functional Service Center (FSC). Duties and responsibilities are defined in MPM 1000-021. The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of A16A, but for the purposes of this SOP may include Dept/Div Admin representatives (e.g., large afloat commands) who liaise directly with the ship's Personnel Office/PSD.

Note: Recent and future NSIPS programming releases will continue to expand CPPA roles and capabilities within NSIPS. Until such time as the new CPPA NEC code (A16A) is fully implemented, individual PSDs and FSCs may assign PSD Clerk duties and responsibilities, as identified in this SOP and consistent with expanded NSIPS capabilities, to supported command CPPAs in order to facilitate the timely and accurate processing of Service Member pay and personnel transactions. As such, CPPAs may accomplish PSD Clerk assigned steps within this SOP consistent with expanded NSIPS roles and capabilities and servicing PSD/FSC authorization.

- PERS: includes PERS/BUPERS codes that have a role in supporting the transfer to the Fleet Reserve/Retirement of Active Duty Service Members
- Service Member
- Deputy Disbursing Officer: DDO

Best Practices

- PPIB 18-13 announced the utilization of eDD-214 functionality for NSIPS Web activities. This functionality allows the Separations Clerk to initiate the eDD-214 electronically within the NSIPS R&S module, and then electronically route to the member for verification to make sure all information is correct. After member's verification, the data will be transmitted to BUPERS Online (BOL) Document Services in order for the member and the Approving Official to digitally sign the document. All DD-214s initiated on or after 16 July 2018 will be processed utilizing the eDD-214 module within NSIPS. All personnel assigned to shore commands with access to NSIPS web and supported by PSD can now use this functionality when processing their separation or release from active duty. Commands supported by PSD Afloat will utilize this functionality as long as they have access to NSIPS web. NSIPS Web-Afloat implementation timeline is dependent on the ship maintenance process and projected to be available for deployment Feb 2019. Directions for using the eDD-214 functionality is posted on the NSIPS main page, beneath the Training section titled User Productivity Kit (UPK). In the UPK section, select RnS Training then DD214.
- NAVADMIN 302/17 announced the Blended Retirement System (BRS) enrollment period for opt-in eligible service members will be open from 1 January 2018 until 31 December 2018. During this window, opt-in eligible service members may enroll in the BRS via the myPay website. Opt-in eligible service members who do not choose to enroll in BRS will remain in the current legacy retirement system. However, if a member elects to enroll in the BRS, that election is irrevocable.
- Additionally PPIB 17-26 announced Member Self-Service, CPPA and Command Admin User Roles in NSIPS to perform required BRS functionality per the functional requirements document.
- Important Document Retention Action: IAW Department of the Navy Memo dated 29 January 2015 "Revised Document Retention Requirements to Support Department of the Navy Financial Statement Audits" PPIB 15-17, Revised Document Retention Requirements to Support the Department of the Navy Financial Statement Audits, and NAVADMIN 66/16 Navy Audit Document Retention Guidance, financial record retention requirements are now ten years.
- If TRIM is implemented refer to BUPERSINST 5210.8 (Series) "Implementation of the Total Record Information Management Application as the Electronic Records Management Solution

within the Bureau of Naval Personnel” and PPIB 17-05 and PPIB 17-11 for MILPAY Retain file electronic archiving procedures, otherwise manually archive Pay Retain for ten years.

- Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.
- Refer to NAVADMIN 304/17 Physical Readiness Program Policy Changes, as required. NAVADMIN announced revised Physical Readiness Program separation policies. For those members who currently have approved separation or Fleet Reserve dates as a result of the previous PFA separation policy, refer to subject NAVADMIN for updated information and guidelines. Specifically, enlisted Service Members with approved Fleet Reserve dates on or after 31 July 2018 who pass Cycle 1, 2018 and desire to remain on active duty must first submit a cancellation request no later than 1 May 2018 to Commander, Navy Personnel Command (COMNAVPERSCOM) Enlisted Retirements Office (PERS-836) at the following e-mail address: enlisted_active_duty_retirements@navy.mil. Once received, approval of the Fleet Reserve cancellation request serves as authority to cancel previously issued retirement orders, which are issued by the local supporting personnel office. PERS-836 will forward all approved cancellation requests to COMNAVPERSCOM, Enlisted Assignment Division (PERS- 40), and to OPNAV (N133) for all nuclear-trained members.
- All Service Members separating after 1 January 2014 will be required to complete a Capstone event. Comply with requirements of NAVADMIN 187/13 regarding required attendance at a Capstone event and Career Readiness Standards (CRS) achievement and reporting criteria.
- NAVADMIN 260/16 announced the deployment of the new electronic form (eForm) DD Form 2648, Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm for Service Members Separating, Retiring, Released From Active Duty (REFRAD). The new DD eForm 2648 replaces the current Active-Duty Pre-Separation Checklist (DD Form 2648), Transition Assistance Program (TAP) Checklist for Deactivation / Demobilizing National Guard and Reserve Service Members (DD Form 2648-1), and Service Members Individual Transition Plan Checklist (DD Form 2958) used for Transition Goals, Plans, Success (GPS) and will improve data accuracy, create efficiencies, and streamline TAP data-gathering and sharing.
- Again for emphasis, the following form is used by Transition Counselors to document Service Member separations.
 - DD eForm 2648 - Service Member Pre-Separation / Transition Counseling and Career Readiness Standards eForm for Service Members Separating, Retiring, Released from Active Duty (REFRAD)

The following forms have been superseded by the above DD eForm 2648, and are no longer utilized to document a Service Member's separation.

- DD Form 2648 - Active Duty Pre-Separation Checklist
 - DD Form 2648-1 - National Guard and Reserve Pre-Separation Checklist
 - DD Form 2958 - Individual Transition Plan (ITP) Checklist
- Distribution of DD 214: The distribution of all copies of DD 214 shall be made without delay. The original and copy number 4 are to be given to the Service Member in conjunction with their release from Active Duty service and prior to final departure from their command on permissive temporary additional duty, terminal leave and associated travel. Other copies are to be distributed no later than the day following the effective date of separation (EAOS). Expeditious distribution of

the DD 214 will assist the ex-Service Member in obtaining benefits and will also preclude invalid unemployment compensation payments. For distribution of all copies of DD214, refer to BUPERSINST 1900.8 series: <http://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Documents/1900.8D.pdf>

- Refer to MPM 1070-11, as required, to ensure NSIPS/ESR data is accurate and up-to-date when generating documents for submission to OMPF. Information should be verified by commands and/or activities responsible for service record entries before Service Members retire and/or transfer to the Fleet Reserve. When NSIPS/ESR data is missing or in error, commands and servicing personnel support offices shall assist the individual Service Member's effort to resolve the issue as soon as possible.
- Comply with requirements for mandatory Service Member participation in either the current Transition Assistance Program (TAP) workshop or enhanced Transition Goals, Plans, Succeed (GPS) Program workshop described in NAVADMIN 334/12 and the follow-on Transition GPS NAVADMINs through NAVADMIN 243/14.
- Ensure Service Member attends TAP class up to 24 months prior to retirement or up to 90 days after retirement date, but preferably, attendance should occur as close to the Fleet Reserve/Retirement decision point as practicable.
- Run the Fleet Reserve (FLTRES) Authorization Report and the Expiration Term of Service (ETS) Report under the Expired Loss section in Navy Standard Integrated Personnel System (NSIPS).
- Run Projected Loss Reports in NSIPS to identify Service Members who are within 6-8 months of retirement weekly.
- Verify all math computations on previously issued DD214s prior to using the information on current DD214, as prior computations are not always correct.
- Overall - Protect Personally Identifiable Information (PII)

Navy Personnel Records (paper and electronic) contain PII, which is protected by federal regulation.

PII is any information that can be used to distinguish or trace an individual's identity. Examples include, but are not limited to: name, Social Security Number (SSN), date of birth, home address, home phone number, personal email address, family data, religion, race, national origin, fingerprints, photographs, performance ratings, security clearance level, leave balances, types of leave used, financial information, and medical information.

Full and partial SSNs associated with a name are especially sensitive and commonly found on many service record documents. Special care should be taken to safeguard these sensitive personal elements from persons without a need to know. Note, full SSNs are required to support transaction processing.

IMPORTANT NOTE: When transferring personnel documents via email, Navy policy requires the email to be digitally signed AND encrypted. Text in the subject line is not encrypted, so do not use PII in the subject line. Failure to protect PII results in a breach, which must be reported. If the above procedures are not followed, a loss or compromise (i.e., breach) of PII may occur. Consult the breach reporting resources available on the DON CIO website:

<http://www.doncio.navy.mil/ContentView.aspx?ID=610>.

Systems:

#	System	Description
1.	OMPF	<ul style="list-style-type: none">• Official Military Personnel File (OMPF) contains electronic images of documents generated throughout the career of every Officer and Enlisted Service Member, Active and Reserve, from time of entry until final separation.• OMPF- My Record View provides the ability to view, download, and print OMPF documents.• Login to OMPF via BUPERS Online (BOL) at https://www.bol.navy.mil using CAC and CAC-enabled computer.• When asked to verify PKI, choose the DoD CA-XX certificate, not the email certificate.
2.	DJMS MMPA	<ul style="list-style-type: none">• The Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) is a data base file that contains current and historical data pertaining to a Service Member's pay. All leave and pay activity for Active Duty Service Members is recorded in this file. The individual accounts contain current entitlements, deductions (including allotments), payments, leave balances, collections, status information, and 11 months' history. MMPA enables authorized users to monitor and verify the status of requested pay and personnel actions submitted by the PSD for processing.• MMPA Read Only View enables authorized users to verify the status of requested pay and personnel actions submitted to the PSD for processing.• Login to MMPA via the Multi-Host Internet Access Portal (MIAP) at https://miap.csd.disa.mil/portal.html using CAC and CAC-enabled computer.
3.	NSIPS/ESR	<ul style="list-style-type: none">• Navy Standard Integrated Personnel System (NSIPS) enables authorized personnel to submit pay and personnel transactions for Officer and Enlisted, Active and Reserve.• The NSIPS Electronic Service Record (ESR) provides a display of an individual's pay and personnel information.• Login to NSIPS and ESR at https://nsipsprod.nmci.navy.mil using CAC and CAC-enabled computer.• When asked to verify your PKI, choose the DoD CA-XX certificate, not the email certificate.

#	System	Description
4.	NSIPS Web Afloat/ESR Afloat	<ul style="list-style-type: none"> • NSIPS Web Afloat delivers secure pay and personnel support to users at sea. NSIPS Web Afloat provides access to data in the shipboard disconnected environment. NSIPS Web Afloat is designed to maximize use of limited bandwidth by providing afloat users with access to the Electronic Service Record (ESR) Afloat, E-Leave Afloat (to be released in the near future), and Career Information Management System (CIMS) Afloat while disconnected from the internet. To ensure data is synchronized between ship and shore, NSIPS Web Afloat replicates compressed data periodically, usually near-real-time. • Afloat users login to NSIPS Web Afloat and ESR Afloat at: https://nsipswebafloat. • CAC is not required afloat. NSIPS Web Afloat/ESR Afloat is only accessible on supported ship classes.
5.	Electronic-Submission (E-Sub)	<ul style="list-style-type: none"> • The Electronic-Submission (E-Sub) application is the system used to submit designated Officer and Enlisted record documents for inclusion into their OMPF. • The E-Sub of record documents for inclusion into the OMPF will be fully implemented through BOL and must be E-Sub compliant. • All Active Duty and Reserve personnel (less IRR) with a BOL account and a CAC-enabled computer will be able to view online the status of all documents electronically submitted or (closed out) by viewing "Official Military Personnel File (OMPF) - My Record", which is accessed via the BOL Application Menu.
6.	OPINS	<ul style="list-style-type: none"> • Officer Personnel Information System (OPINS) enables authorized users to input Service Member requests for Selective Reenlistment Bonus (SRB), Enlisted Supervisor Retention Pay (ESRP) and STAR. • Login to OPINS at https://miap.csd.disa.mil using CAC and CAC-enabled computer.
7.	CIMS	<ul style="list-style-type: none"> • Career Information Management System (CIMS) automates Career Counselor office procedures and simplifies processes supporting the command's career information program. • Using CIMS, the CCC creates and maintains Command Career Counselor records, prepares for Career Development Boards (CDBs), views Armed Services Vocational Aptitude Battery (ASVAB) scores, accesses SRB, ESRP, and retirement calculators, obtains a variety of lists and reports, and prints certificates for reenlistment and retirement. • Login to CIMS at: https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp using CAC and CAC-enabled computer. • Afloat users login to CIMS at: https://nsipswebafloat. NSIPS Web Afloat/ESR Afloat is only accessible on supported ship classes.

#	System	Description
8.	DWOWS	<ul style="list-style-type: none"> Defense Workload Operations Web System (DWOWS) is a web based tracking system used by military pay operations (MILPAYOPS) to track workload for Navy Active Duty and Reserve Service Members.
9.	TRIM	<ul style="list-style-type: none"> Total Records Information Management (TRIM) system application creates an electronic, virtual environment where electronic files can be stored, changes and versions tracked and users can quickly access what they need. Inherent functionality provides: <ul style="list-style-type: none"> Search and Retrieval Workflow and Process Automation Task/Action Tracking Access Control to Document Level Retention and Disposition/Archiving Standard and Custom Reports Audit Log/Accountability Document Collaboration Within NMCI, HP TRIM is the official records management application for the storage and management of all electronic records.
10.	TOPS	<ul style="list-style-type: none"> Transaction Online Processing System (TOPS) enables designated command personnel to communicate safely and efficiently with the supporting PSD, FSC or NOSC via the Internet. Customer commands submit, track, and receive feedback on pay and personnel related transactions. TOPS uses secure network protocol to protect Service Members' Personally Identifiable Information (PII) when transferring personnel documents used to update NSIPS. Login to TOPS at https://twms.navy.mil/TOPS using CAC and CAC-enabled computer.
11.	TOPS Afloat	<ul style="list-style-type: none"> Currently offline.

References:

ID #	Doc ID	Title
1.		
2.	OPNAVINST 1750.5 (Series)	Survivor Benefit Plan (SBP) Program https://www.secnav.navy.mil/doni/default.aspx
3.	OPNAVINST 1900.2 (Series)	Transition Assistance Program (TAP) https://www.secnav.navy.mil/doni/default.aspx
4.	JTR	Joint Travel Regulations, Uniformed Service Members and Civilian Employees, Chapters 1-10 https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf
5.	DoD FMR, Vol. 7A	Department of Defense Financial Management Regulation http://comptroller.defense.gov/FMR/vol7a_chapters.aspx
6.	DoD FMR, Vol. 9	Department of Defense Financial Management Regulation http://comptroller.defense.gov/FMR/vol9_chapters.aspx
7.	DoD Instruction 1327.06 w/ CH-3	Leave and Liberty Policy and Procedures http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/132706p.pdf
8.	DoD Instruction 1332.35	Transition Assistance Program (TAP) for Military Personnel http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/133235p.pdf
9.	BUPERSINST 1070.27 (Series)	Document Submission Guidelines for the Electronic Military Personnel Records System (EMPRS) http://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Pages/default.aspx
10.	BUPERSINST 1900.8 (Series)	Certificate of Release or Discharge from Active Duty (DD 214) http://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Pages/default.aspx

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11.	BUPERSINST 5210.8 (Series)	Implementation of the Total Record Information Management Application as the Electronic Records Management Solution within the Bureau of Naval Personnel
		http://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Pages/default.aspx
12.	BUPERSINST 7040.6 (Series)	Financial Management Guide for Permanent Change of Station Travel (Military Personnel, Navy) (MPN)
		http://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Pages/default.aspx
13.	BUPERSINST 7040.7 (Series)	Financial Management Guide for Permanent Change of Station Travel for Reserve Personnel, Navy (RPN)
		http://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Pages/default.aspx
14.	NPPSCINST 1000 (Series)	Transaction Online Processing System (TOPS) Guidelines
		https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D
15.	NPPSCINST 4650.1 (Series)	Control and Processing of unused Commercial Airline Tickets issued in connection with Official Travel
		https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D
16.	NPPSCINST 4650.8 (Series) w CH-1	Navy Pay and Personnel Support Center (NPPSC) Passenger Reservation Request
		https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D

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17.	NPPSCINST 5213.1 (Series)	Forms Management
		https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D
18.	NPPSCINST 5220.2 (Series)	Standard Management Reports
		https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D
19.	NPPSCINST 7220.7 (Series)	Separation of Duties Affecting Military Pay
		https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D
20.	NPPSCINST 7250.1 (Series)	Retention of Disbursing Office Records
		https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D
21.	MILPERSMAN 1050-120	Separation Leave
		http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1050-120.pdf
22.	MILPERSMAN 1050-400	Accrued Leave Creditable Upon Retirement
		http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1050-400.pdf

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23.	MILPERSMAN 1070-111	Submission of Navy Standard Integrated Personnel System (NSIPS) and Electronic Service Record (ESR) Documents to the Official Military Personnel File (OMPF).
		http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1070-111.pdf
24.	MILPERSMAN 1070-270	Dependency Application
		http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Pages/default.aspx
25.	MILPERSMAN 1320-220	Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting
		http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1300Assignment/Documents/1320-220.pdf
26.	MILPERSMAN 1800	Retirements - General
		http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1800Retirement/Pages/default.aspx
27.	MILPERSMAN 1810	Regular Nondisability Retirement
		http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1800Retirement/Documents/1800-010.pdf
28.	MILPERSMAN 1811	Officer
		http://www.public.navy.mil/BUPERS-NPC/REFERENCE/MILPERSMAN/1000/1800RETIREMENT/Pages/default.aspx
29.	MILPERSMAN 1820	Reserve Nondisability Retirement
		http://www.public.navy.mil/BUPERS-NPC/REFERENCE/MILPERSMAN/1000/1800RETIREMENT/Pages/default.aspx
30.	MILPERSMAN 1830	Fleet Reserve
		http://www.public.navy.mil/BUPERS-NPC/REFERENCE/MILPERSMAN/1000/1800RETIREMENT/Pages/default.aspx
31.	MILPERSMAN 1850	Disability Retirement
		http://www.public.navy.mil/BUPERS-NPC/REFERENCE/MILPERSMAN/1000/1800RETIREMENT/Pages/default.aspx
32.	MILPERSMAN 1910-166	Administrative Action for Fleet Reserve/Retired Reserve Eligible Personnel
		http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1900Separation/Documents/1910-166.pdf

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33.	ALNAV 16/13	Officer Retirement Policy - Reduction of 10 Years Active Commissioned Service (ACS) Requirement to 8 Years for Officers Retiring from Active Duty
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/ALNAVS/ALN2013/ALN13016.txt
34.	ALNAV 66/16	Guidance for Archiving and Reporting on Service Treatment Records (STRs) for All Active/Selected Reserve Service Members
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/ALNAVS/ALN2016/ALN16066.txt
35.	NAVADMIN 043/09	Mandatory Use of the Navy Standard Integrated Personnel System (NSIPS) Electronic Service Record (ESR)
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2009/NAV09043.txt
36.	NAVADMIN 044/09	Mandatory Use of Transaction On-Line Processing System for Non-Afloat Commands
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2009/NAV09044.txt
37.	NAVADMIN 300/11	Use of Pre-Separation Counseling Checklist (DD Form 2648 and 2648-1)
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2011/NAV11300.txt
38.	NAVADMIN 334/12	Transition Goals, Plans, Succeed
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2012/NAV12334.txt
39.	NAVADMIN 053/13	Updated Requirements for Transition Goals, Plans, Succeed
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2013/NAV13053.txt
40.	NAVADMIN 187/13	Additional Guidance for Transition Goals, Plans, and Success
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2013/NAV13187.txt
41.	NAVADMIN 154/14	Transition Goals, Plans, and Success
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2014/NAV14154.txt

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42.	NAVADMIN 243/14	Transition Goals, Plans, and Success
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2014/NAV14243.txt
43.	NAVADMIN 244/14	Rollout of Navy Standard Integrated Personnel System Order Writing Module and Cancellation of Standard Transfer Orders
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2014/NAV14244.txt
44.	NAVADMIN 043/15	Guidance for using Pay and Personnel Standard Operating Procedures (SOPs)
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2015/NAV15043.txt
45.	NAVADMIN 130/16	Continuation of Officer Retirement Policy for Years of Continuous Service
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2016/NAV16130.txt
46.	NAVADMIN 133/16	Implementation of Retirements and Separations Functionality Within Navy Standard Integrated Personnel System Overview
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2016/NAV16133.txt
47.	NAVADMIN 187/16	Guidance for Separation History and Physical Examination (SHPE) for Department of Navy (DoN) Active/Reserve Component Service Members (Corrected Copy)
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2016/NAV16187.txt
48.	NAVADMIN 260/16	Release of the Transition Assistance Program Electronic Form for Transition Goals, Plans, Success Counseling
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2016/NAV16260.txt
49.	NAVADMIN 085/17	Servicemembers Group Life Insurance Online Enrollment System (SOES)
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2017/NAV17085.txt
50.	NAVADMIN 143/17	Modifications to Enlisted High Year Tenure for Active and Full Time Support Personnel

ID #	Doc ID	Title
		http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2017/NAV17143.txt
51.	NAVADMIN 173/17	Guidance for Transferring Health Service Treatment Records for All United States Navy Active and Selected Reserve Service Members http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2017/NAV17173.txt
52.	NAVADMIN 181/17	Guidance for Access and Echelon Responsibilities for Tracking Service Treatment Records for All United States Navy Active/ Selected Reserve Service Members (Corrected Copy) http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2017/NAV17181.txt
53.	NAVADMIN 254/17	Self-Service Record of Emergency Data and Dependency Application Regional Phased Implementation Schedule and Training Availability http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2017/NAV17254.txt
54.	NAVADMIN 273/17	Implementation of Retirements and Separations Functionality Within Navy Standard Integrated Personnel System http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2017/NAV17273.txt
55.	NAVADMIN 302/17	Notification of the Start of the Blended Retirement System Enrollment Period and Enrollment Instructions for Opt-In Eligible Service Members http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2017/NAV17302.txt
56.	NAVADMIN 304/17	Physical Readiness Program Policy Change http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2017/NAV17304.txt
57.	NAVADMIN 192/18	Increased High Year Tenure Waiver Opportunities for E7-E9 http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2018/NAV18192.txt
58.	NAVADMIN 223/18	Modifications to High Year Tenure Length of Service Gates for Active, Full Time Support, and Selected Reserve Command Master Chiefs http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2018/NAV18223.txt
59.	PPIB 11-04	E-Leave Process for Sailors Separating at a TPU INCONUS

ID #	Doc ID	Title
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202011/PPIB%201104.txt
60.	PPIB 11-19	Automated Processing for Strength Loss Transactions
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202011/PPIB%201119.txt
61.	PPIB 12-16	Procedures for Completion and Submission of PCS Travel Information Form (NAVPERS 7041/1)
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202012/PPIB%201216.txt
62.	PPIB 13-09	130901: Separation and E-Leave Issues
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202013/PPIB%201309.txt
63.	PPIB 13-14	131402: Distribution of Copy Number 5 of DD-214 131403: Scanning Requirements for E-Submission of Documents
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202013/PPIB%201314.txt
64.	PPIB 13-27	Electronic Submission of DD 214 and DD 215 Images to the Official Military Personnel File (OMPF)
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202013/PPIB%201327.txt

ID #	Doc ID	Title
65.	PPIB 14-13	141302: Place of Separation
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202014/PPIB%201413.txt
66.	PPIB 15-03	150101: Expiration of 75 Day Leave Carry-Over Policy
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20PPIB/PPIB%201503.txt
67.	PPIB 15-14	Issue 151401: Automated Separation Worksheet
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20PPIB/PPIB%201514.txt
68.	PPIB 16-03	Issue 160301: Mandatory Usage of the Defense Finance and Accounting Service (DFAS) Automated Separation Worksheet for All Future Separations
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2016%20PPIB/PPIB%2016-03.txt
69.	PPIB 17-05	New File Naming Convention in TRIM or Local Document Retention System
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2017%20PPIB%27s/PPIB%201705.txt
70.	PPIB 17-11	Update to Pay and Personnel Information Bulletin 17-05
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2017%20PPIB%27s/PPIB%201711.txt
71.	PPIB 17-26	Blended Retirement System (BRS) in Navy Standard Integrated Personnel System (NSIPS)
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2017%20PPIB%27s/PPIB%201726.txt
72.	PPIB 18-13	Electronic Certificate of Release or Discharge from Active Duty (eDD-214) Form
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2018%20PPIBs/PPIB%201813.TXT
73.	PPIB 19-15	Travel Advances for Separation and Retirement
		https://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/PPIB%202019/PPIB%201915.txt
74.	MPA 04/09	Separation Processing Procedures

ID #	Doc ID	Title
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/MPA%202009/MPA0409.txt
75.	MPA 08/13	Separation Worksheet Requirements
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/MPA%202013/MPA%200813.txt
76.	MPA 12/13	Required Supporting Documentation on Defense Workload Operations Web System (DWOWS) Pay Claim Cases
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/MPA%202013/MPA%201213.txt
77.	MPA 40/13	Clarification of Separation Payment Procedures for Field Activities
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/MPA%202013/MPA%204013.txt
78.	MPA 03/15	Navy Field Separation Requests to DFAS Offices (follow-up to MPA 08/13 and 12/13)
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20MPA/MPA%2003-15.txt
75.	MPA 12/15	Expiration of 75 Day Leave Carry Over Policy
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20MPA/MPA%2012-15.txt
76.	MPA 17/15	Changes to DFAS-CL E-mail Addresses
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20MPA/MPA%2017-15.txt
77.	MPA 37/15	Automated Separation Worksheet
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2015%20MPA/MPA%2037-15.txt
78.	MPA 16/16	V Status Separation Worksheet
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2016%20MPAs/MPA%2016-16.txt
79.	MPA 39/16	Automated Separation Worksheet
		http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2016%20MPAs/MPA%2039-16.txt
80.	MPA 19/19	Elimination of Travel Advances for Separation and Retirement

ID #	Doc ID	Title
		https://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/MPA%202019/MPA%2019-19.txt

Online Resources:

#	Website Sponsor	Title and Link
1.	Navy Personnel Command (NPC)	BUPERS Online (BOL) <ul style="list-style-type: none"> • OMPF • E-Sub
		https://www.bol.navy.mil/
2.	Navy Personnel Command (NPC)	Career Toolbox: Plain Talk for Sailors (series) <ul style="list-style-type: none"> • Transition GPS - Goals, Plans, Success (18 Sep 2014)
		http://www.public.navy.mil/bupers-npc/career/toolbox/Pages/PlainTalk(series).aspx
3.	Navy Personnel Command (NPC)	Career Info: Retirement/TDRL
		http://www.public.navy.mil/bupers-npc/career/retirement/Pages/default.aspx

#	Website Sponsor	Title and Link
4.	Navy Personnel Command (NPC)	Career Info: Transition
		http://www.public.navy.mil/bupers-npc/career/transition/Pages/default.aspx
5.	Navy Personnel Command (NPC)	Career Info: Transition GPS
		http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx
6.	Navy Personnel Command (NPC)	Career Info: Career Counseling
		http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/default2.aspx
7.	Navy Personnel Command (NPC)	Career Info: Career Counseling: Separate/Retire
		http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/Transition.aspx
8.	Navy Personnel Command (NPC)	CPPA Resources: Pers- Separations, Discharges, Retirement
		http://www.public.navy.mil/bupers-npc/support/paypers/cpcresources/Pages/SeparationDischargeTransfer.aspx
9.	Navy Personnel Command (NPC)	NSIPS
		https://nsipsprod.nmci.navy.mil
10.	Commander, Navy Installations Command (CNIC)	Transition GPS Guidance
		http://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/transition_assistance/TransitionGPSGuidance.html
11.	U.S. Department of Labor, Employment & Training Administration	My Next Move O*NET Interest Profiler
		http://www.mynextmove.org/explore/ip
12.	Veterans Affairs and Department of Defense	eBenefits
		https://www.ebenefits.va.gov/ebenefits-portal
13.	Veterans Affairs	Veterans' Group Life Insurance (VGLI)
		http://benefits.va.gov/insurance/vgli.asp
14.	Naval Education and Training Professional Development and Technology Center (NETPDTC)	Joint Services Transcript (JST) (formerly SMART Transcript)
		https://jst.doded.mil/smart/signIn.do

#	Website Sponsor	Title and Link
15.	OPNAV	U.S. Navy Awards (formerly Navy Department Awards Web Services (NDAWS)) https://awards.navy.mil
16.	Department of Defense	DoD TAP Transition Assistance Program Resources/FAQ https://www.dodtap.mil/resources.html
17.	Defense Finance and Accounting Service (DFAS)	My Pay https://mypay.dfas.mil/mypay.aspx
18.	Defense Finance and Accounting Service (DFAS)	Retired Military & Annuitants: Plan for Retirement <ul style="list-style-type: none"> • Estimate Your Retirement Pay • Separation Payments http://www.dfas.mil/retiredmilitary.html
19.	Defense Manpower Data Center (DMDC)	Transition Assistance Program https://www.dmdc.osd.mil/tac/
20.	Defense Manpower Data Center (DMDC)	Transition GPS: Verification of Military Experience & Training (VMET) https://www.dmdc.osd.mil/tgps/

Command Aids and User Guides Available Online:

#	Sponsor	Document Title and Link
1.	DJMS MMPA Guide	Defense Joint Military Pay System (DJMS) Master of Military Pay Account (MMPA) Guide https://dfas4dod.dfas.mil/SYSTEMS/djms/mmpa.pdf
2.	SPAWARSYSCEN-ATLANTIC (PMW 240-T)	NSIPS Pers/Pay Job Performance Aids (JPA) Retirements https://nsipsprod.nmci.navy.mil/nsipscl/jsp/index.jsp
3.	DJMS PTG	Defense Joint Military Pay System (DJMS) Procedures Training Guide https://dfas4dod.dfas.mil/systems/djms/djms2/index.htm

Help Desks:

#	Contact Source	Contact Details
1.	NSIPS ESR	<ul style="list-style-type: none"> NSIPS Help Desk 877-589-5991, Option 2; DSN 647-5442, Option 2 nsipshelpdesk@navy.mil NPC Customer Service Center Website: http://www.public.navy.mil/bupers-npc/organization/npc/csc/Pages/default.aspx 866-827-5672; DSN 882-5672 UASKNPC@navy.mil
2.	OMPF	<ul style="list-style-type: none"> PERS-313 Webpage: http://www.public.navy.mil/bupers-npc/career/recordsmanagement/militarypersonnelrecords/Pages/ContactUs.aspx Organizational Mailbox: MILL_OMPF-CHG@navy.mil
3.	Joint Services Transcript Technical Issues	<ul style="list-style-type: none"> NETPDTC ATTN: JST Operations Center N615 6490 Saufley Field Road Pensacola, FL 32509 jst@doded.mil
4.	DFAS Survivor Benefit Plan	<ul style="list-style-type: none"> Contact Telephone Number: 800-321-1080 Fax Number 800-469-6559
5.	TOPS	<ul style="list-style-type: none"> PSD TOPS Network Account Manager (NAM) TOPS Technology Team Help Desk 619-532-2428; DSN 522 mps-tops@navy.mil

Forms:

#	Form #	Title
1.	NAVPERS 1070/613	Administrative Remarks http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx
2.	NAVPERS 1070/621	Agreement to Extend Enlistment http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx
3.	NAVPERS 7041/1	PCS Travel http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx

#	Form #	Title
4.	NAVCOMPT 3065	Leave Request/Authorization
		https://navalforms.documentservices.dla.mil/formsDir/_NAVCOMPT_3065_2901.pdf
5.	OPNAV 5511/14	Security Termination Statement
		http://www.secnave.navy.mil/dusnp/Security/Forms/opnav5511-14.pdf
6.	DD214	Certificate of Release or Discharge from Active Duty
		http://www.esd.whs.mil/Directives/forms/dd0001_0499/
7.	DD214WS	Certificate of Release or Discharge from Active Duty (Worksheet)
		http://www.esd.whs.mil/Directives/forms/dd0001_0499/
8.	DD215	Correction to DD 214, Certificate of Release or Discharge from Active Duty
		http://www.esd.whs.mil/Directives/forms/dd0001_0499/
9.	DD884	Application for Transportation of Dependents
		http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0884.pdf
10.	DD1351-2	Travel Voucher or Subvoucher
		http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1351-2.pdf
11.	DD1351-2C	Travel Voucher or Subvoucher (Continuation Sheet)
		http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd13512c.pdf
12.	DD2586	Verification of Military Experience and Training
		http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2586.pdf
13.	DD 2648	Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm for Service Members Separating, Retiring, Released From Active Duty (REFRAD)
		https://www.dodtap.mil/forms.html
14.	DD2656	Data for Payment of Retired Personnel
		http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2656.pdf
15.	DD2963	Service Treatment Record (STR) Certification
		http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2963.pdf
16.	NPPSC 1800/1	Fleet Reserve/Retirement Checklist
		http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx
17.	NPPSC 1900/1	Separation Questionnaire
		http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx
18.	NPPSC 4650/1	Passenger Reservation Request
		http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
START			
1	Submit request to transfer to the Fleet Reserve or Retire, as applicable	Service Member/CCC/PERS/Command Leadership	<p>Submit request to transfer to the Fleet Reserve or Retire, as applicable.</p> <p>PERS-8354 administers the policies, instructions, and procedures for voluntary enlisted Retirement and transfer to the Fleet Reserve, including cancellations, modifications, and deferments. They also verify active duty service date, pay entry date, and provide essential record data and related services from enlisted personnel records and files concerning Fleet Reserve/Retirement credit and Fleet Reserve transfers.</p> <p>Enlisted Fleet Reserve Transfer - An enlisted Service Member of the naval service who has completed a minimum of 20 years of active service in the armed forces may, at his/her request, be transferred to the Fleet Reserve.</p> <p>Note 1: Refer to MPM 1160-120, NAVADMIN 192/18 and NAVADMIN 223/18 for modifications to enlisted high year tenure Length of Service (LOS) gates and Fleet Reserve dates/orders eligibility guidelines, as applicable.</p> <p>Enlisted Retirement - An enlisted Service Member of the regular Navy who has completed 30 or more years of active service in the armed forces may be retired by the President (10 USC 6326).</p> <p>Requests for transfer to the Fleet Reserve or Retirement are processed through the Officer Personnel Information System (OPINS) and can be submitted through OPINS, Naval Standard Integrated Personnel System (NSIPS), or Career Information Management System (CIMS) by the command or local Personnel Support Detachment (PSD).</p> <p>Officer Retirement - Officers considering voluntary retirement from Active Duty should review MILPERSMAN 1810-020 and OPNAVINST 1811.3 (Series) for basic guidance. Generally, requests for retirement should be received 9-12 months in advance of requested retirement date. Per U.S.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Code title 10, officers officially retire on the 1st day of the month, although their last day of Active Duty is the last day of the previous month.</p> <p>If the officer does not have the required Time in Grade, the officer must specifically request a Next Lower Grade or Time in Grade waiver in their letter.</p> <ul style="list-style-type: none"> Time in Grade for LCDR and below is 2 years, however, OPNAVINST 1811.3A allows for a waiver to 6 months if approved by Commander, Navy Personnel Command. Time in Grade for CDRs and CAPTs is 3 years, however, NAVADMIN 371/08 does allow for a waiver to two years if approved by the Assistant Secretary of the Navy. <p>Note 2: NAVADMIN 130/16 announced an update to the officer retirement policy for officers with prior enlisted service. Historically, officers have been required to complete 10 years active commissioned service (ACS) in order to retire as an officer from active-duty. This policy updates designators that are now allowed to request retirement at eight years ACS through 30 September 2018. Refer to NAVADMIN 130/16 for approved designators.</p> <p>View Frequently Asked Questions for more info on Waivers and Time in Grade: http://www.public.navy.mil/bupers-npc/career/retirement/OfficerRetirements/Pages/default.aspx.</p>
1.1	Submit Personnel Action Request/Retirement Letter through COC	Service Member	<p>Service Member submits Personnel Action Request/Retirement Letter through Chain of Command (COC).</p> <p>Enlisted Service Members must submit NAVPERS 1306/7 Personnel Action Request via the Chain of Command. Enlisted Retirement/Fleet Reserve submission timeline is as follows:</p> <ul style="list-style-type: none"> Fleet Reserve request: The following are guidelines for submission of a Service Member's request for transfer to Fleet Reserve:

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> ○ Pay grades E-6 and below should submit request 6 to 18 months prior to requested Fleet Reserve transfer date ○ Pay grades E-7 – E-9 should submit the request 6 to 24 months prior to the requested Fleet Reserve transfer date • Enlisted Retirement request should be submitted 24 months prior to the requested date <p>Officer Retirement request should be submitted to PERS-8353 nine to twelve months in advance of retirement date if retirement date does not coincide with Planned Rotation Date (PRD) to allow ample time to identify relief for retiring officer, otherwise submit request 6-9 months in advance of retirement date. Retirement requests submitted more than 12 months in advance of retirement date will not be accepted.</p> <ul style="list-style-type: none"> • Refer to MPM 1810-020 • Link to sample Officer Retirement letter: http://www.public.navy.mil/bupers-npc/career/retirement/OfficerRetirements/Pages/VoluntaryRetirementExample.aspx
1.2	Forward Fleet Reserve/Retirement request to Command Career Counselor (CCC)	Service Member	<p>Service Member forwards Fleet Reserve/Retirement request to Command Career Counselor (CCC).</p> <p>Upon Commanding Officer's (CO's) recommendation of approval or disapproval, forward the Service Member's request to the CCC for appropriate action.</p>
1.3	Did Command approve Fleet Reserve/Retirement request?	Command Leadership	<p>Did Command approve Fleet Reserve/Retirement request?</p> <p>If Yes, go to 1.4. If No, go to Stop.</p>
1.4	Submit command approved request to PERS	CCC	<p>CCC submits command approved request to PERS.</p> <p>The CCC and/or personnel office ensures enlisted request is submitted to NAVPERSCOM (PERS-8354), utilizing NSIPS, CIMS or OPINS. Note:</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>OPINS is the preferred method for submission of request to NAVPERSCOM (PERS-8354).</p> <p>Officer Retirement Letters are mailed to Commander, Navy Personnel Command (PERS-8353).</p> <p>Note: To cancel or modify a previously submitted request, CCC's should electronically forward an approved/signed Personnel Action Request NAVPERS 1306/7 to PERS-8354 via the BUPERS on Line (BOL) tool.</p>
1.5	Staff Fleet Reserve/Retirement request	PERS	<p>PERS-8354 (Enlisted)/PERS-8353 (Officer) staffs Fleet Reserve/Retirement request.</p> <p>Upon receipt of request, the PERS-8354 team initiates electronic routing of the request to applicable Enlisted Community Manager (ECM) and Detailer for review/disposition advisement. After routing is complete, remaining administrative requirements are completed by PERS-8354. Administrative requirements include: eligibility verification, Statement of Service (SOS) composure, and issuance of three official messages:</p> <ol style="list-style-type: none"> 1. Message of Acknowledgement: Automatic generation and release upon initiation of request routing by PERS-8354. 2. Message of Intent (MOI): PERS-8354 composes and releases the message after completion of routing and receipt of disposition advisement from the Enlisted Community Manager/Detailers. Under normal circumstances, it will be released within 30-60 days following submission. 3. Final Authorization/Statement of Service Message: PERS-8354 composes and releases this message no later than 120 days prior to requested RET/FLTRES date. These messages are prioritized by request date. For example, requests for January 2013 are processed prior to requests for March 2013. Messages are available/accessible for one year via the BOL tool, under APPLICATIONS > FORMAN > STATUS.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Note: Per MILPERSMAN 1810-010, requests should be submitted 24 months prior to the requested retirement date. A Message of Intent will not be released for Retirements and the Final/Statement of Service (SOS) message will be released 12 months prior to the request retirement date.
2	Support Service Member's retirement processing	Command Leadership/CCC/Service Member	<p>Support Service Member's retirement processing.</p> <p>Refer to NPPSC 1800/1, Fleet Reserve/Retirement Checklist, at: http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx</p> <p>Navy leadership is committed to meaningful and effective transition assistance for all Service Members separating from the Navy, regardless of how long they served. To ensure each Service Member is optimally prepared for transition, it is imperative that every leader in the chain of command take an active role in the transition process.</p> <p>The Vow to Hire Heroes Act (VOW Act) of 2011, mandating participation in Transition Assistance Program (TAP) for all personnel, and Executive Order 13518 of 9 November 2011, requiring establishment of a Veterans Employment Initiative (VEI), are initiatives to improve the employment opportunities of separating Service Members and enhance their transition process. All Service Members separating after serving 180 days or more of Active Duty must participate in a TAP that includes pre-separation counseling, Department of Labor (DOL) Employment Workshop, and Veteran's benefits briefings.</p> <p>As part of the Veterans Opportunity to Work (VOW) to Hire Heroes Act, Transition GPS took effect November 19, 2012 and was fully implemented in 2013. Transition Goals, Plans, Success, or Transition GPS, replaces the 20-year-old Transition Assistance Program (TAP) and is designed to strengthen, standardize, and expand counseling and guidance for Active and Reserve Service Members separating from the Navy after serving 180 or more days of Active Duty.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Note 1: Adverse Separations: The Characterization of a Service Member's service does not remove eligibility for attending core components of Transition GPS (formerly TAP). Service Members who are being administratively separated (ADSEP) under honorable, general or other than honorable conditions are not exempt from Transition GPS participation. It is highly recommended that Transition GPS quotas be obtained as soon as ADSEP processing is initiated, when possible.</p> <p>Note 2: Deployment Planning: It is the Commander's responsibility to ensure separating Service Members complete Transition GPS and meet their career readiness standards. Pro-active planning will be required to ensure Service Members attend Transition GPS before deployment, or are released from deployment early enough to attend prior to separation. It is NOT the Transient Personnel Unit's (TPU) or PSD's responsibility to secure a quota for Transition GPS; that responsibility remains with the parent command.</p> <p>Note 3: There is no authority to hold personnel past their End of Active Obligated Service (EAOS) to attend Transition GPS. Personnel may attend Transition GPS up to 90 days after separating from Active Duty, if space is available, and in a non-pay status.</p> <p>Transition GPS is a continuum of five key resources that significantly improve transition support and include:</p> <ul style="list-style-type: none"> • Mandatory pre-separation assessment and individual counseling • Mandatory 5-day Transition GPS core curriculum provides the following: <ul style="list-style-type: none"> • Resilient transition • Special issues • Considerations for families • Support systems • Value of a mentor • Stress management • Military occupational code crosswalk gap analysis

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • Financial planning • VA Benefits Briefings 1 and 2 • DOL Employment Workshop • ITP review • Career Tracks, which are optional 2-day career-specific curriculum (Education, Technical or Entrepreneurship) provides information tailored for specific goals • ITP, which is an evolving document created and maintained by both officer and enlisted personnel, that provides the framework to establish CRS and assess personal and professional preparedness to achieve defined CRS prior to separating from active duty. This ITP is developed when a Service Member begins the transition process. • Mandatory Capstone event, presented by the Fleet and Family Support Center (FFSC) or CCC, which must be completed no later than 90 days prior to separation in order for Service Member to verify Career Readiness Standards (CRS) are met, and transition services requested are received. This step concludes with the Commander's Verification during which eligible Service Members produce evidence of the deliverables to Commander's or their designee that meet the CRS before separation, retirement, or release from active duty. <p>Note 4: In the event of a short notice separation, the Service Member's Career Readiness Standards/Individual Transition Plan must be completed no later than the date of release from active duty as reflected on DD Form 214 Certificate of Release or Discharge from Active Duty.</p> <p>Existing transition assistance benefits for all Service Members can be accessed at: http://www.public.navy.mil/bupers-npc/career/toolbox/Pages/PlainTalk(series).aspx</p>
2.1	Conduct, document, and report pre-separation counseling	CCC/Service Member	CCC conducts, documents, and reports pre-separation counseling.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Personnel are eligible to receive transition services as early as 24 months prior to retirement. Pre-separation counseling should be conducted at least 12 months prior to EAOS.</p> <p>Counseling shall include at a minimum:</p> <ul style="list-style-type: none"> • Completion of DD2648 eForm, Pre-Separation Counseling Checklist (Needs Assessment) • VA e-Benefits registration • Issuing of ITP and completion of Block 1, Section I • Discuss required documentation for attending Transition GPS/TAP • Schedule Service Member for Transition GPS or VA Benefits Briefing (for exempt Service Members only) <p>Reporting requirements: Command transition/career counselors will use the Defense Manpower Data Center's (DMDC) web based TAP applications online tool available at: https://dodtap.mil/ or https://dodtap.mil/ to conduct and document pre-separation counseling for active component Service Members (DD 2648 eForm).</p> <p>Note: If DD 2648 eForm cannot be accessed in the DOD Transition Assistance Program (DODTAP) application, then CCC conducts pre-separation counseling using DD 2648 hardcopy form. The information is subsequently transferred to the DMDC web based TAP application, when available.</p>
2.1.1	Conduct pre-separation counseling	CCC	<p>CCC conducts pre-separation counseling.</p> <p>Pre-Separation Counseling is mandatory counseling that is provided to eligible Service Members by TAP staff or command career counselors to inform members of services, benefits, curriculum, assessments, career readiness standards (CRS) deliverables, and individual transition plan (ITP) during and after their separation, retirement, or release from active duty.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Pre-Separation Counseling is to be conducted within a 90-day statutory window. Pre-Separation Counseling completed with 89 days or less remaining on Active Duty will require a justification/remark on the DD 2648 eForm. A Guide for Pre-Separation Counseling Checklist to assist in completing the DD2648 can be found at: http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx.</p> <p>Command transition/career counselors use the DMDC web based TAP applications online tool available at: https://www.dmdc.osd.mil/tacl/ or https://dodtap.mil/ to conduct and document pre-separation counseling for active component Service Members (DD 2648 eForm).</p>
2.1.2	Document and report pre-separation counseling	CCC	<p>CCC documents and reports pre-separation counseling.</p> <p>CCC/collateral duty career counselors are responsible for completion and submission of DD 2648 eForm online as required by law.</p> <p>To obtain access to DMDC/TAP, CCC must complete SAAR Form DD2875:</p> <ul style="list-style-type: none"> • Complete Parts I (block 11 MUST be digitally signed using a CAC), II and III • Email completed SAAR to: tom.albert@navy.mil or david.greene@navy.mil • Contact OPNAV N135F, (901) 874-4254 or (901) 874-6545 for additional guidance
2.1.3	Login to DoDTAP webpage	CCC/Service Member	<p>CCC/Service Member login to DoDTAP webpage</p> <p>Access DoDTAP website at https://dodtap.mil/ or https://dodtap.mil/login.html, as required.</p> <p>The Service Member has the capability to initiate the DD 2648 eForm and populate personal information through the Service Members and Veterans quick launch, otherwise the CCC/Transition Counselor can initiate the DD 2648 eForm during the pre-separation counseling session with the Service Member</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Note: If Service Member is unable to access an online form due to disconnected operations, a manual hardcopy form may be completed. CCC provides instructions to Service Member, if this is the case.
2.1.4	Create new/open existing DD 2648 eForm for Service Member	CCC/Service Member	<p>CCC/Service Member create new/open existing DD 2648 eForm for Service Member</p> <p>Note: The eForm does not allow two people to access the form at the same time for version control reasons. Ensure that the Service Member is instructed to sign-out of their eForm every time they access it.</p> <ol style="list-style-type: none"> 1. Login to DoDTAP for Managers and Counselors 2. On the main page, with your mouse, highlight the Transition Documents TAB at the top of the page. 3. Within the transition documents menu click create New/Open eForm 4. In the DoD ID number box enter the Service member's DoD ID number. <p>Note: If a DoD ID is not available, click the use SSN box and access the client record by SSN.</p>
2.1.5	Complete/verify the DD 2648 eForm - Service Member Personal Information	Service Member/CCC	<p>Service Member/CCC completes/verifies the DD 2648 eForm - Service Member Personal Information</p> <p>The majority of the items in the Service Member Personal Information section of the eForm will be pre-populated with Service Members' information from DEERS upon entering the DoD identification number. If you are using the eForm enterprise solution, all data will be collected in real-time as you go through the transition process.</p> <p>Refer to the eForm Job Aid for Managers and Counselors (Pre-Separation Counseling)</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Note: Block numbers within the online eForm DO NOT correspond to Block numbers on the printed pdf.</p> <p>When entering the client record for the first time please review blocks 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, and 16 for errors.</p> <ul style="list-style-type: none"> • If there are errors, please advise the Service member to report errors to their CPPA and supporting PSD • If there are no errors update <p>If SM completed and signed their pre-separation using self-service then REVIEW blocks 8, 15, 17, 18, 19, 20, 21, 22, 23, and 24.</p> <p>Note: If the Service Member completed this section of the eForm via self-service, CCC reviews data entries for accuracy and corrects/updates as required.</p>
2.1.6	Complete the Pre-Separation Counseling section of the eForm	CCC/Service Member	<p>CCC/Service Member completes the Pre-Separation Counseling section of the eForm</p> <p>Refer to the eForm Job Aid for Managers and Counselors (Pre-Separation Counseling)</p> <p>CCC/Service Member completes the Pre-Separation Needs Assessment section of the eForm.</p> <p>CCC/Service Member completes the Warm Handovers to supporting agencies section of the eForm, only if applicable</p> <p>Note: If the Service Member completed any of these sections of the eForm via self-service, CCC reviews data entries for accuracy and corrects/updates as required.</p>
2.1.7	Review, sign and print copy of Pre-Separation counseling DD2648	CCC/Service Member	CCC/Service Member review, sign and print copy of Pre-Separation Counseling DD2648

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Ensure all data elements have been completed and click the button to sign. A box will open and click yes to acknowledge signature.</p> <p>Note 1: Until the required fields are filled out correctly and completely, participants will not have an option to sign form. If the Service Member signed the form during self-service and the form has been filled out completely. it will allow the counselor to sign immediately. If the eForm does not allow you to sign, please save the form by clicking the save button (Top right) and the eForm will provide a red box around any errors you may have.</p> <p>Note 2: If the SM did not sign in self-service, have the service member access the self-service application (they can use any electronic device with connectivity) by putting in their username and password, accessing the eForm and signing.</p> <p>CCC prints completed Pre-Separation counseling eForm</p> <p>CCC provides a copy to Service member, and ensures a copy is placed in the service record and retained on file for 2 years.</p>
2.1.8	Access and print DD Form 2586 Verification of Military Experience and Training (VMET)	CCC/Service Member	<p>CCC/Service Member access and print DD Form 2586 Verification of Military Experience and Training (VMET) from DoDTAP for Service Member's and Veterans home page.</p> <ol style="list-style-type: none"> 1. On the main page, with your mouse, highlight the VMET TAB at the top of the page. 2. Select Access VMET Documents When you select "Access VMET Documents", it allows you to select the applicable radio button for which document you need and click the "Submit" button. DoDTAP for Service Members and Veterans will then provide either your VMET DD2586 or cover letter as a PDF that you can download and print locally. 3. Select the desired document and click the "Submit" button; the document will open in PDF format for downloading and printing.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>The VMET document lists your military experience and training which may have application to employment in the private sector. Use the document as a tool to prepare resumes and job applications, in concert with evaluation reports, training certificates, awards, transcripts, and other pertinent documents. It is <i>not an official transcript</i> for purposes of granting college credit, but it can be used to <i>support</i> that you have met training and/or course requirements to qualify for civilian occupations, certificates, licenses, or programs of study. Credit recommendations from the American Council of Education (ACE) for occupations and/or courses are listed when they are available; academic institutions determine which credits are applicable to a program of study.</p> <p>VMET Updates vs. Your Separation</p> <p>If your VMET document is not fully updated by the time you take your Transition classes and separate, that is still considered acceptable, since the Transition Counselors know that the VMET document has a lengthy lag time for update delays. The Date of Information (block 5) on your VMET document is the last date we received information from the Services for you, as it usually lags about 3-6 months behind the current date. What this means is that anything that occurred after that date will not appear on this VMET; you will have to wait for the next quarter of data to be loaded into VMET to see that information.</p>
2.1.9	Register for Veterans Affairs (VA) e-Benefits	Service Member	<p>Service Member registers for Veterans Affairs (VA) e-Benefits (DoD self-service login).</p> <p>Register for Veterans Affairs (VA) e-Benefits at: https://www.ebenefits.va.gov/ebenefits-portal.</p>
2.1.10	Print and issue Individual Transition Plan (ITP) to Service Member	CCC	<p>CCC prints and issues Individual Transition Plan (ITP) (Blocks 1-6) to Service Member during pre-separation counseling.</p> <p>ITP (Blocks 1-6) are available at: http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx</p> <p>The ITP is also accessible from the DoDTAP website at: https://dodtap.mil/rest/docs?filename=Individual_Transition_Plan.pdf</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
2.1.11	Complete Block1 Section I of the ITP	Service Member	<p>Service Member completes Block 1 Section I, Identify Post-transition Personal/Family Requirements, of the ITP with assistance from CCC.</p> <p>The ITP is based on a standard DoD template and is the key document to navigate the Transition GPS curriculum. ITP Block 1 is available at: http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx</p> <p>The ITP is an evolving document that is reviewed and modified throughout the entire transition process.</p> <ul style="list-style-type: none"> • Complete Block 1 Section I of the ITP: Identify Post-transition Personal/Family Requirements <ul style="list-style-type: none"> ○ Taking Care of Individual/Family Needs ○ Assessing Benefits and Entitlements ○ Getting Financially Ready • Attach DD2648, Preseparation Counseling Checklist to the ITP • Inform Service Member to bring initiated ITP to Transition GPS and update accordingly • Additional ITP Blocks are available at: http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx <p>ITP will be reviewed by command representative during Career Readiness Standards verification as part of Capstone Review near the completion of the Transition process.</p>
2.1.12	Does Service Member meet exemption criteria for DOL workshop?	CCC	<p>Does Service Member meet exemption criteria for Department of Labor (DOL) workshop portion of Transition GPS Seminar?</p> <p>All transitioning Service Members are required to complete the Pre-Separation/Transition Counseling, attend the VA Benefits Briefings, and Capstone Review. No one is exempt from attending these mandatory components of TAP. Note: Flag Officers are exempt from CRS, ITP, and Capstone.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>However, Service Members meeting the following criteria may be exempt from participation in DOL Employment Workshop (DOLEW). The exemptions are as follows:</p> <ol style="list-style-type: none"> 1. Service members retiring after 20 or more years of active federal service in the military departments. 2. Eligible Service members, who, after serving their first 180 continuous days or more on active duty, pursuant to Title 10 U.S.C., that meet at least one of the following: <ul style="list-style-type: none"> ○ Are able to provide documented evidence of civilian employment. ○ Are able to provide documented acceptance into an accredited career technical training, undergraduate, or graduate degree program. ○ Have previously attended the DOL Employment Workshop (TAP workshop) <p>Service Members who have specialized skills which, due to unavoidable circumstances, are needed to support a unit on orders scheduled to deploy within 60 days. The first commander in the eligible Service members' chain of command, with authority pursuant to Chapter 47 of the Uniform Code of Military Justice (UCMJ), must certify on the DD 2648 eForm any such request for exemption from the DOLEW. A make-up plan must accompany the postponement certification.</p> <p>Service Members who qualify for an exemption, and elect not to participate in the DOLEW, must request to be exempted and formally record their decision on the ITP.</p> <p>Service Members who are exempt may still participate in the DOLEW, if desired.</p> <p>If Yes, go to 2.1.13. If No, go to 2.1.14.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
2.1.13	Schedule VA Benefits Briefing (for those exempt from DOL workshop)	CCC	<p>CCC schedules VA Benefits Briefing (for those exempt from DOL workshop).</p> <p>No Service Members, including Reservists, are exempt from participating in pre-separation counseling or the VA Benefits Briefing.</p> <p>Note: An exempt Service Member must formally document their decision to not participate in the DOL workshop on the DD 2648 eForm.</p> <p>Go to 2.2.</p>
2.1.14	Schedule Transition GPS	CCC	<p>CCC schedules Transition GPS with Fleet and Family Service Center (FFSC).</p> <p>A virtual Transition GPS course is now available on the Joint Knowledge Online (JKO) website which meets all requirements. Service Members electing to complete the virtual curriculum must meet the following criteria:</p> <ul style="list-style-type: none"> • be assigned at an isolated or remote duty station, 50 miles or greater from the nearest military installation that offers the Transition GPS course in a traditional “brick and mortar” classroom setting. Transition GPS is standardized across all branches of the service and Service Members may attend, depending on quota availability, at any military installation to meet the requirements of the law. • deployed or have a short notice separation date, making it difficult to obtain a quota for attending Transition GPS at a military installation. <p>When Service Members complete virtual Transition GPS via JKO they are automatically mustered in the DMDC TAP website. Attendance at a Transition GPS facility is the preferred method and every effort should be made to secure a quota prior to separation, regardless of the circumstances of that separation (administrative or punitive). Service Members separating during or shortly after a deployment should complete the classroom Transition GPS prior to that deployment. Procedures for enrolling in virtual Transition GPS on JKO are located at:</p> <p>http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Remote or isolated areas (ships underway with unplanned separations) without internet access may complete virtual Transition GPS curriculum modules via compact disc (CD). To request a copy of the Transition GPS CD, contact OPNAV N170C points of contact listed in NAVADMIN 154/14 Para 11. When Service Members complete virtual Transition GPS via CD, commands are required to verify course completion and document completion via the session of DMDC TAP website at: https://www.dmdc.osd.mil/tacl.</p> <p>Note 1: Deployment Planning: It is the Commander's responsibility to ensure separating Service Members complete Transition GPS and meet their career readiness standards. Pro-active planning will be required to ensure Service Members attend Transition GPS before deployment, or are released from deployment early enough to attend prior to separation. It is NOT the Transient Personnel Unit's (TPU) or PSD's responsibility to secure a quota for Transition GPS; that responsibility remains with the parent command.</p> <p>Note 2: There is no authority to hold personnel past their End of Active Obligated Service (EAOS) to attend Transition GPS. Personnel may attend Transition GPS up to 90 days after separating from Active Duty, if space is available, and in a non-pay status.</p>
2.1.15	Verify Service Member has completed required documentation	CCC	<p>CCC verifies Service Member has completed required documentation prior to attendance at Transition GPS.</p> <p>Attend Transition GPS and provide the following documents:</p> <ul style="list-style-type: none"> • Completed DD 2648 eForm, Preseparation Counseling Checklist • Registration information for Veterans Affairs (VA) e-Benefits at: https://www.ebenefits.va.gov/ebenefits-portal • • Block 1 Section I of the ITP completed

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
2.2	Update Career Decisions section of CIMS	CCC	<p>CCC updates Career Decisions section of Career Information Management System (CIMS).</p> <p>Command transition/career counselors utilize the web version of the Career Information Management System, career decision section, available at: https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp to enter and track Transition GPS completion data.</p> <p>Login to NSIPS: Career Information Management Systems > Use > Career Decisions. Enter Service Member's SSN:</p> <p>1. Plan Type - "SEP" (Separation), "FLT" (Fleet Reserve) and RET (Retirement) will bring up the Transition Section - Only one plan type and date allowed at a time</p> <p>2. Planned Date - Date of Separation, Fleet Reserve or Retirement - Only one plan type and date allowed at a time</p> <p>Note: Plan Type, Date, and all other GPS fields can be updated until the Planned Date passes; after that, a new plan will need to be created.</p> <p>3. GPS Required:</p> <ul style="list-style-type: none"> a. If yes, # 4 will be hidden b. If no, # 4 is required to be entered <p>4. GPS Exemption - Since exemption policy was not published at release, only two placeholders are available: Demobilized Reservist and Hospitalized. Four other exemptions can be created and can be activated upon publication of policy.</p> <p>5. GPS Scheduled Checkbox – updated when the Service Member has a confirmed class quota</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>6. DD2648 – Date the Service Member's DD 2648 eForm Pre-Separation Counseling was completed</p> <p>Select Save.</p> <p>Note: CCC will continue to update CIMS as Service Member achieves additional transition milestones.</p>
2.3	Ensure compliance with SHPE program requirements	CPPA/Service Member	<p>CPPA/Service Member ensure compliance with Separation History and Physical Examination (SHPE) program requirements for retiring Active Duty Service Members.</p> <p>Comply with requirements identified in NAVADMIN 187/16, as required.</p> <p>Unit Commanders and Officers-In-Charge are directed to take all appropriate actions to identify SHPE processing issues well in advance of the separation of Service Members and coordinate as necessary with their respective chains of command, Bureau of Naval Personnel, and BUMED to ensure the requirements of NAVADMIN 187/16 are met.</p> <p>All members of the Navy preparing for release from active duty must complete a comprehensive SHPE prior to their scheduled date of release. This also applies to RC members in an active duty status for 180 days or more, RC members separating after 180 days or more of continuous service on active duty orders, or RC members separating with 30 days or more of continuous service on active duty orders in support of a Contingency Operation.</p> <p>All commands will advise their qualifying Service Members at least 180 days prior to their separation that they need to complete a SHPE. This advisement will occur on NAVPERS 1070/13 Administrative Remarks. Attendance at the Transition Assistance Program (TAP) and subsequent Transition: GPS (Goals, Plans, and Success) modular curriculum is not a substitute for the notification process.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>CPPA will prepare SHPE NAVPERS 1070/13 Administrative Remarks for Service Member signature and coordinate with supporting PSD to ensure page 13 is e-subbed to Service Member's OMPF.</p> <p>Note: NSIPS 1.4.6 (released JUN 2016) established new features for the CPPA (CPC) role for the Active Duty component. Active Duty component CPPAs now have the ability to create Honors and Awards, Personnel Qualification Standards (PQS), and Administrative Remarks (temporary or permanent). These three components will be electronically routed to all Personnel Supervisors within a servicing Personnel Support Detachment (PSD) for verification.</p>
3	Prepare for Transition GPS/TAP and/or VA Benefits Briefing	Service Member/ CCC/FFSC Staff	<p>Prepare for Transition GPS/TAP and/or VA Benefits Briefing.</p> <p>Attend Transition GPS and provide the following documents:</p> <ul style="list-style-type: none"> Completed DD 2648 eForm, Preseparation Counseling Checklist Copy of completed registration for Veterans Affairs (VA) e-Benefits at: https://www.ebenefits.va.gov/ebenefits-portal Block 1 Section I of the ITP completed <p>In addition to required documentation, it is recommended that Service Member bring the following documents for personal use:</p> <ul style="list-style-type: none"> Copy of Verification of Military Experience and Training (VMET): https://www.dmdc.osd.mil/tgps/ Most recent LES: https://mypay.dfas.mil/mypay.aspx Copy of personal credit report: https://www.annualcreditreport.com/cra/index.jsp Copy of Career Interest Inventory Assessment from O*Net "Interest Profiler": www.mynextmove.org/explore/ip Copy of Joint Services Transcript (JST) (formerly SMART): https://jst.doded.mil/smart/signIn.do Copy of Evals/FITREPS

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
3.1	Complete Block 1 Section II of the ITP	Service Member	<p>Service Member completes Block 1 Section II, Evaluate Military and Civilian Experience and Training, of ITP.</p> <ul style="list-style-type: none"> Evaluate Military and Civilian Experience and Training (ITP Block 1 Section II) <ul style="list-style-type: none"> Document job related training Verifying eligibility for licensure, certification Identify career field(s) you are qualified to enter
3.1.1	Obtain copy of VMET	Service Member	<p>Service Member obtains copy of VMET, if required.</p> <p>Note: VMET is readily accessible from the Service Member's client record homepage, and may have been previously accessed and printed during pre-separation counseling session.</p> <p>VMET enables a Service Member to document portfolio of knowledge, experience, skills, talents, and abilities. DD 2586, "Verification of Military Experience and Training" outlines the training and experience received during a military career. To obtain verification document, go to the VMET website at: https://www.dmdc.osd.mil/tgps/ or https://dodtap.mil/login.html.</p> <p>All separating military personnel can electronically download and print their VMET document and personal cover letter from their military service from the VMET website. Select the "Request Document" and "Request Cover Letter" tabs, download, and print each of these documents.</p> <p>Service Members can obtain their verification document online as long as they have a current DoD Common Access Card (CAC) or have a current Defense Finance, Accounting Service (DFAS) myPay Personal Identification Number (PIN), or DS Logon. If there are problems accessing VMET, check with the local Transition Counselor for assistance.</p>
3.1.2	Obtain copy of JST	Service Member	<p>Service Member obtains copy of Joint Services Transcript (JST) (formerly SMART).</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>JST documents college courses, degrees, and certifications completed on Active Duty through Tuition Assistance or the Navy College Program for Afloat College Education (NCPACE), and all other college courses completed at institutions accredited by a regional, national or professional accrediting agency recommended by the U.S. Department of Education.</p> <p>JST also provides recommended college credit for military occupational experience and training. Recommendations are made by the American Council on Education (ACE).</p> <ul style="list-style-type: none"> • A CAC and CAC-enabled computer is required • Login to JST at: https://jst.doded.mil/smart/signIn.do: <ul style="list-style-type: none"> ○ Review JST to verify data accurately reflects all training and education ○ Take all necessary actions to ensure JST is current, accurate, and complete ○ Use correction procedures identified on the JST Welcome page. See <u>"How to make updates or corrections to your JST"</u> ○ Use JST to facilitate degree planning
3.1.3	Obtain copy of Interest Inventory Assessment	Service Member	<p>Service Member obtains a copy of their Career Interest Inventory Assessment from O*Net "Interest Profiler": www.mynextmove.org/explore/ip.</p> <ul style="list-style-type: none"> • Discover how interests relate to the world of work using the O*NET "Interest Profiler" at: www.mynextmove.org/explore/ip • Translate military skills, training, and experience into civilian occupations, credentials, and employment using the O*NET OnLine "Crosswalk Search" at: www.online.onetcenter.org/crosswalk • Find civilian credentials related to enlisted ratings, officer designators, or collateral duty/out of rate assignments using Navy COOL at: https://www.cool.navy.mil
3.1.4	Obtain copy of personal credit report	Service Member	<p>Service Member obtains copy of personal credit report from: https://www.annualcreditreport.com/cra/index.jsp.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Credit report will be used to prepare 12-month budget during PFM seminar portion of Transition GPS.
3.1.5	Obtain copy of most recent LES	Service Member	Service Member obtains copy of most recent LES from: https://mypay.dfas.mil/mypay.aspx .
3.1.6	Obtain copy of Evals/FITREPS	Service Member	Service Member obtains copy of Evals/FITREPS.
3.2	Is Service Member exempt from DOL workshop?	Service Member	<p>Is Service Member exempt from DOL workshop?</p> <p>All transitioning Service Members are required to complete the Pre-Separation/Transition Counseling, attend the VA Benefits Briefings, and Capstone Review. No one is exempt from attending these mandatory components of TAP. Note: Flag Officers are exempt from CRS, ITP, and Capstone.</p> <p>However, Service Members meeting the following criteria may be exempt from participation in DOL Employment Workshop (DOLEW). The exemptions are as follows:</p> <ul style="list-style-type: none"> • Service members retiring after 20 or more years of active federal service in the military departments. • Eligible Service members, who, after serving their first 180 continuous days or more on active duty, pursuant to Title 10 U.S.C., that meet at least one of the following: <ul style="list-style-type: none"> ○ Are able to provide documented evidence of civilian employment. ○ Are able to provide documented acceptance into an accredited career technical training, undergraduate, or graduate degree program. ○ Have previously attended the DOL Employment Workshop (TAP workshop) <p>Service Members who have specialized skills which, due to unavoidable circumstances, are needed to support a unit on orders scheduled to deploy within 60 days. The first commander in the eligible Service members' chain of command, with authority pursuant to Chapter 47 of the Uniform Code of Military</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Justice (UCMJ), must certify on the DD 2648 eForm any such request for exemption from the DOLEW. A make-up plan must accompany the postponement certification.</p> <p>Service Members who qualify for an exemption, and elect not to participate in the DOLEW, must request to be exempted and formally record their decision on the ITP.</p> <p>Service Members who are exempt may still participate in the DOLEW, if desired.</p> <p>If Yes, go to 3.3. If No, go to 3.4.</p>
3.3	Attend VA Benefits Briefing	Service Member	<p>Service Member attends VA Benefits Briefing.</p> <p>Veterans' Benefit Briefing includes federal benefits for Veterans and Dependents:</p> <ul style="list-style-type: none"> • VA Compensation and Pension Benefits • VA Benefits Summary • Benefits for Veterans of Enduring Freedom/Iraqi Freedom and Other Theaters of Operation, if applicable • Summary of VA Benefits for Guard and Reserve Members, if applicable <p>Go to 3.5.</p>
3.4	Attend Transition GPS	Service Member	<p>Service Member attends Transition GPS.</p> <p>Mandatory 5-day Transition GPS core curriculum provides the following:</p> <ul style="list-style-type: none"> • Resilient transition • Special issues

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • Considerations for families • Support systems • Value of a mentor • Stress management • Military occupational code crosswalk gap analysis • Financial planning • VA Benefits Briefings 1 and 2 • DOL Employment Workshop • ITP review
3.5	Determine post-transition career path	Service Member	<p>Service Member determines their post-transition career path.</p> <p>Complete Block 1 Section III of ITP: Determine Post-transition Career Path.</p> <ul style="list-style-type: none"> • Service Member determines the career field to pursue based on personal, family, and financial obligations and desires <ul style="list-style-type: none"> ○ Desired Career Field ○ Desired Relocation Destination • Designate your transition career path
3.6	Update Career Decisions section of CIMS	CCC	<p>CCC updates Career Decisions section of CIMS.</p> <p>Command transition/career counselors utilize the web version of the Career Information Management System, career decision section, available at: https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp to enter and track Transition GPS completion data.</p> <p>Login to NSIPS: Career Information Management Systems > Use > Career Decisions. Enter Service Member's SSN:</p> <p>CCC updates GPS Completed – Date the GPS course was completed.</p> <p>Select Save.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Note: If CIMS had not been previously updated, CCC updates accordingly. Refer to Step 2.2, as required.
3.7	Report Transition GPS attendance	FFSC Staff	<p>FFSC Staff report Transition GPS attendance.</p> <p>FFSC Staff enters Transition GPS attendance data into DMDC web based application available at: https://www.dmdc.osd.mil/tac no later than 5 days after the end of each month.</p>
4	Document post-transition career path	Service Member/CCC FFCC Staff	<p>Document post-transition career path.</p> <p>Participation in the individual Transition GPS tracks is based on Service Member's ability to attain CRS. The Transition GPS tracks are:</p> <ul style="list-style-type: none"> • accessing higher education • technical training • entrepreneurship <p>For more information on additional tracks and scheduled dates in your area visit: http://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/transition_assistance/TransitionGPSGuidance.html</p>
4.1	Complete ITP	Service Member/CCC	Service Member completes ITP.
4.1.1	Designate a specific transition career path	Service Member	<p>Service Member designates a specific transition career path.</p> <p>Select the specific transition career path to pursue. Use collected documentation, personal, family, and financial obligations to determine the appropriate transition career path. Complete appropriate Block of ITP.</p> <ul style="list-style-type: none"> • Employment (refer to ITP Block 2, Employment) <ul style="list-style-type: none"> ○ I am qualified to seek immediate employment in my desired career field or I plan to explore future employment opportunities. • Education (refer to ITP Block 3, Higher Education)

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> ○ I require additional education in my desired career field. • Technical Training (refer to ITP Block 4, Technical Training) <ul style="list-style-type: none"> ○ I require additional technical training in my desired career field. • Entrepreneurship (refer to ITP Block 5, Entrepreneurship) <ul style="list-style-type: none"> ○ I desire to start my own business.
4.1.2	Schedule optional two day transition GPS Career Track course(s)	CCC	<p>CCC schedules optional two day transition GPS Career Track course(s), if applicable.</p> <p>There are three optional (2 day) Transition GPS Career Track courses Active Duty Service Members and Reserve Component (RC) personnel may choose to attend that provides information tailored to specific goals:</p> <ul style="list-style-type: none"> • Accessing Higher Education – for those pursuing college education, particularly for those using the GI Bill • Career Technical Training – for those pursuing technical/vocational work particularly for those using the GI Bill • Entrepreneurship Track – a small business administration workshop for those wanting to start a business or be self-employed <p>These career tracks are not mandatory but are offered as additional opportunities to meet the needs of transitioning Active Duty Service Members/RC personnel and help them attain the Career Readiness Standards (CRS) needed to adequately prepare for separation. Please note, there are no CRS for attending the Entrepreneurship Track.</p> <p>The career track decision is based upon goals shown on the Service Member's post-transition career path as depicted on the Individual Transition Plan (ITP) Block 1, Section III and the designated transition career path.</p>
4.1.3	Attend optional two day transition GPS Career Track course(s)	Service Member	Service Member attends optional two day transition GPS Career Track course(s), if applicable.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>The transitioning Service Member/Reserve Component personnel should bring the following to class:</p> <ul style="list-style-type: none"> • Pre-separation Counseling Checklist, DD 2648 eForm, signed copy • JST of transcripts (shows validation of military credits for college) • Skills Assessment results (O*NET Interest Profiler or Kuder Journey) • Corresponding ITP: <ul style="list-style-type: none"> ○ Career Path Higher Education (ITP Block 3), or ○ Career Path Technical Training (ITP Block 4), or ○ Career Path Entrepreneurship (ITP Block 5)
4.1.4	Complete appropriate ITP Block based upon specific transition career path.	Service Member	Service Member completes appropriate ITP Block based upon specific transition career path.
4.1.5	Create a transition timeline	Service Member	<p>Service Member creates a transition timeline.</p> <p>Complete Block 6 of the ITP, Transition Milestones:</p> <p><u>Use</u> this template to develop an individual transition timeline. The example is not intended to be an all-inclusive list of actions applicable to a transition. However, the items marked as "Required" are mandatory planning activities and must be completed to achieve the required Career Readiness Standards applicable to a chosen career path. Additional room is provided to allow the Service Member to tailor this timetable to meet specific requirement.</p>
4.2	Schedule mandatory Capstone event	CCC/FFSC Staff	<p>CCC and FFSC Staff schedule mandatory Capstone event.</p> <p>The mandatory Capstone event for all Transition GPS participants is presented by the Fleet and Family Support Center. The Capstone event will occur not less than 90 days from retirement. The Capstone event verifies that transitioning Service Members have met Career Readiness Standards, received the transition services requested, and have a viable ITP.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
5	Receive and verify FLTRES/Retirement authorization	CCC	<p>Receive FLTRES/Retirement authorization.</p> <p>Final Authorization/Statement of Service Message:</p> <ul style="list-style-type: none"> PERS-8354 will compose and release this message NLT 120 days prior to requested RET/FLTRES date. These messages are prioritized by request date. For example, requests for January 2013 shall be processed prior to requests for March 2013. Messages are available/accessible for one year via the BOL tool, under APPLICATIONS - FORMAN - STATUS. Per MILPERSMAN 1810-010, requests should be submitted 24 months prior to the requested retirement date. A Message of Intent will not be released for Retirements and the Final/Statement of Service (SOS) message will be released 12 months prior to the request retirement date
5.1	Receive Retirement Authorization/Orders from NPC or BOL	CCC	<p>CCC receives Retirement Authorization/Orders from NPC or Bureau of Personnel (BUPERS) Online (BOL) 120 days prior to requested date of retirement.</p> <p>For Officers: Receive retirement orders from NPC.</p> <p>For Enlisted:</p> <ul style="list-style-type: none"> Receive appropriate FLTRES acknowledgement from NPC that Bureau is considering request. Receive Message of Intent from NPC, which establishes separation date. Receive Final Authorization/Statement of Service from NPC, same as Message of Intent plus Statement of Service. Under no circumstances shall a Service Member be released from Active Duty without a final transfer authorization.
5.2	Notify Service Member upon approval/disapproval of FLTRES/	CCC	CCC notifies Service Member upon approval/disapproval of FLTRES/Retirement request and receipt of authorization orders, as applicable.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	Retirement request and receipt of authorization orders		
5.3	Has FLTRES/Retirement request been approved?	CCC	Has FLTRES/Retirement request been approved? If No, go to 5.4. If Yes, go to 6.
5.4	Inform Service Member to follow instructions of disapproved FLTRES/Retirement request	CCC	CCC informs Service Member to follow instructions of disapproved retirement request. CCC informs PSD of disapproved request. Go to Stop.
6	Participate in Capstone event and document CRS	Service Member/ FFSC Staff/CCC	Participate in a Capstone event and document Career Readiness Standards CRS. The capstone event is designed to evaluate Service Member's preparedness to successfully transition to a civilian career and determine whether CRS were met. Capstone is conducted by the transition staff at the supporting fleet and family support center (FFSC), or by the command transition officer/CCC if member cannot attend a scheduled FFSC event. Capstone must be conducted no later than 90 days prior to Service member's anticipated separation. In the event of a short notice separation, the Service Member's Career Readiness Standards/Individual Transition Plan must be completed no later than the date of release from active duty as reflected on DD Form 214 Certificate of Release or Discharge from Active Duty. Core components of capstone are: <ul style="list-style-type: none"> Evaluation of Service Member's CRS to determine whether they have met CRS based on defined post-transition goals (employment, education or technical training). Note: There are no CRS standards for the entrepreneurial track

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • Command transition officer signature on DD 2648 eForm upon review of CRS. • Commander's or designated representative's signature on DD 2648 eForm upon verification of CRS. • Warm hand-off of Service member by command transition officer to appropriate partner agencies (VA, DOL, SBA) for those deemed at risk of not meeting CRS. Service members who require additional assistance must be referred to additional training opportunities. <ul style="list-style-type: none"> ○ Commanders must ensure a warm hand-off is made to VA or DOL for transitioning Service members who, based on the commander's or his or her designee's judgment, do not have a post-transition housing plan at capstone. ○ Commanders must ensure a warm hand-off is made to the DOL for every transitioning Service member who does not separate with an honorable discharge <p>Capstone SOP and Capstone Presenter's Guide to conduct a one-on-one Capstone event is located at: http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx</p>
6.1	Attend Capstone Event	Service Member	<p>Service Member attends Capstone Event.</p> <p>Service Members must bring their completed ITP and supporting documentation to verify achievement of CRS.</p>
6.2	Conduct Capstone Review	FFSC Staff/CCC	<p>FFSC/CCC conduct Capstone Review</p> <p>Capstone Review – Mandatory phase in which eligible Service Members produce evidence of the deliverables that meet the CRS to TAP staff or command career counselors before Capstone Commander's Verification.</p> <p>The Presenter's Guide for Command Capstone Event is located at: http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>The Individual Transition Plan (ITP) is required to provide documentation to support achievement of CRS to the Transition Counselor and command representative prior to separation. These standards are designed to increase the Service Member's ability to successfully overcome any challenges in pursuit of a chosen career path.</p> <p>Common Readiness Standards applicable to all Career Paths:</p> <ul style="list-style-type: none"> • Attend pre-separation counseling • Complete Pre-separation Counseling Checklist DD 2648 eForm • Register for VA Benefits (e-Benefits) • Attended 3 day DOL workshop, unless exempted • Attend VA Benefits Briefing • Prepare a post-separation 12-month budget reflecting personal and family goals and obligations • Complete Assessment Profiler • Evaluate opportunities presented by continuing military service in a Reserve Component • Crosswalk military skill set to civilian skills (MOS crosswalk) to include an evaluation of the demand for those civilian skills within the potential relocation destinations • Identify and document requirements and eligibility for licensure, certification, and apprenticeships at the potential relocation destinations • Complete the Individual Transition Plan and provide documentation of meeting the Career Readiness Standards for the chosen career path <p>Employment Readiness Standards (ITP Block 2):</p> <ul style="list-style-type: none"> • Submit documentation that indicates completion of One*NET Interest Assessment Profiler

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • Prepare and submit the Job Application Package (e.g., create resume, identify references, submit at least two employment applications, and/or provide a job acceptance letter) • Receive a DoD Gold Card Certificate for DOL American Job Centers <p>Education and Technical Training Readiness Standards (ITP Block 3/4):</p> <ul style="list-style-type: none"> • Submit documentation that indicates completion of One*NET My Next Move Assessment • Complete a comparison of academic or training institution choices • Prepare and submit an Education Application or Technical Training Package (e.g., submit application to academic institution and/or provide an acceptance letter) • Schedule one-on-one counseling with the academic advisor from the institution of choice/preference • Connect with the Student Veteran Organization at your chosen institution <p>Entrepreneurship (ITP Block 5) While here is no CRS for this career path, the Transition Counselor must review Block 5; ensure all requested information is documented; and review all supporting documents.</p> <p>Transition Milestones (ITP Block 6) Transition Counselor reviews and verifies that individual transition timeline correlates with designated transition career path.</p>
6.3	Document and report Capstone Review	CCC	<p>CCC documents and reports Capstone Review.</p> <p>CCC/collateral duty career counselors are responsible for completion and submission of DD 2648 eForm online to document Capstone Review as required by law.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
6.4	Login to DoDTAP webpage	CCC	<p>CCC logs in to DoDTAP webpage</p> <p>Access DoDTAP website at https://dodtap.mil/ or https://dodtap.mil/login.html, as required.</p>
6.5	Open existing DD 2648 eForm for Service Member	CCC	<p>CCC opens existing DD 2648 eForm for Service Member</p> <p>Note: The eForm does not allow two people to access the form at the same time for version control reasons. Ensure that the Service Member is instructed to sign-out of their eForm every time they access it.</p> <ol style="list-style-type: none"> 1. Login to DoDTAP for Managers and Counselors 2. On the main page, with your mouse, highlight the Transition Documents TAB at the top of the page. 3. If Transition Counselor/CCC has worked with this client record before, access the client eForm by clicking my eForm dashboard under transition documents or if this is the first time accessing this client record, access the record within the transition documents menu by clicking create New/Open eForm. 4. In the DoD ID number box enter the Service member's DoD ID number. <p>Note: If a DoD ID is not available, click the use SSN box and access the client record by SSN.</p>
6.6	Verify the DD 2648 eForm - Service Member Personal Information	CCC	<p>CCC verifies the DD 2648 eForm - Service Member Personal Information</p> <p>If there are errors, please advise the Service Member to report errors to their CPPA and supporting PSD</p>
6.7	Complete the Capstone Review Section of the eForm	CCC	<p>CCC completes the Capstone Review Section of the eForm</p> <p>Refer to the eForm Job Aid for Managers and Counselors (Capstone Review)</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>CCC conducts the Capstone review of all Career Readiness Standards (CRS) as well as all required session and attendance for TAP. This section allows the Counselor/Manager the ability to review and annotate CRS and VOW completions/compliance.</p> <p>Certain fields may be pre-populated with all completion data housed in the TAP database. If data does not pre-populate, then it must be entered.</p> <p>Note: You can prefill hosting Service, Military Installation, and session type by accessing the “prefill information for sessions and tracks” tab. This capability will allow you to only enter data once if the SM attended all sessions or tracks with the same Service, in the same location, and the same session type.</p> <p>In accordance with the client’s Individual Transition Plan, please ensure blocks 27 & 28 within the online eForm are correct.</p> <p>CCC completes the Warm Handovers to supporting agencies section of the eForm, only if applicable. Annotate any warm handovers that were executed during this phase.</p> <p>Note: A warm handover is required if the Service Member is not VOW compliant or any of the Career Readiness Standards are not met.</p>
6.8	Review, sign and print copy of DD 2648 eForm following Capstone Review	CCC/Service Member	<p>CCC/Service Member review, sign and print copy of DD 2648 eForm following Capstone Review</p> <p>Select electronically sign in self-service website and send notification to the Service Member.</p> <p>Note 1: A Service Member can sign their document with any electronic device that has connectivity by logging in to self-service, accessing their eForm, and signing</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>CCC saves and logs out of the client record</p> <p>.</p> <p>After the Service Member signs, log in to the client record, access section IV, and send notification to the Commander or designee (email token option). Alternatively, CCC can validate that as the Counselor you have been formally Designated as the Commander's Designee in writing and that you will be completing the Commander's Verification phase.</p> <p>After notification is sent, click the sign eForm button, confirm signature, save form, print and then close the client record.</p> <p>Note 2: You must first send notification to the Commander or designee (email token option or confirm that you are the Commander's designee option) before the eForm will allow you to sign.</p> <p>Note 3: Until the required fields are filled out correctly and completely, you will not have an option to sign form. If the eForm does not allow you to sign, please save the form by clicking the save button (Top right) and the eForm will provide a red box around any errors you may have.</p>
6.9	Complete Commander's Verification	Command Leadership	<p>Commander or Commander's Designee completes Commander's Verification</p> <p>Commander's Verification – Mandatory phase in which eligible Service members produce evidence of the deliverables to Commander's or their designee that meet the CRS before separation, retirement, or release from active duty</p> <p>Note: Transition Counselor/CCC may be the Commander's designee to conduct final verification of eForm.</p> <p>Once the Commander's Verification phase of the eForm is signed by the Counselor acting as the Commander's Designee or the Commander or Commander's Designee using the Commander's Portal, it will be locked for the Commander's Verification phase and updated with a "Complete" status</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>where it is no longer editable. The system will notify the Service Member (via the email saved in Section I) that their eForm has been completed and can be viewed in a PDF format from their dashboard.</p> <p>Transition Counselor/CCC will note that the eForm has been moved down to the Completed eForm table, where it can be viewed as a PDF.</p> <p>Note: Afterwards, if you realize there is a mistake on the complete eForm, it cannot be changed or re-opened or unlocked or deleted - the proper process is to simply initiate a new eForm and complete that one with the correct information.</p>
6.10	Print completed DD 2648 eForm and write Service Member's SSN in upper left corner of eForm	CCC	<p>CCC prints completed DD 2648 eForm and writes Service Member's SSN in upper left corner of eForm</p> <p>DoD CIO has approved and concurred with the use of electronic signature vice digital signature on the new DD 2648 eForm. Additionally, the new eForm was developed to support use of DoD ID Number in lieu of SSN as the Service Member identifier. As a result, the new eForm will be accepted into a Sailor's OMPF as long as the electronic signature includes the Service Member's "name, DOD ID number, and date signed", as indicated in the DoD CIO approval.</p> <p>However, Navy activities will still be required to write the Service Member's SSN in the upper left corner of the document before they submit (e-Sub) documentation to Navy Personnel Command for filing in the Sailor's OMPF because the current electronic records management application does not currently have the ability to match the DOD ID number with the Sailor's OMPF.</p> <p>Transition Counselor/CCC writes Service Member's SSN in the upper left corner of the pdf version of the DD 2648 eForm.</p> <p>Important Note: If the DD 2648 cannot be completed and digitally signed in the DOD Transition Assistance Program (DODTAP) application, it must be printed and signed manually prior to submission to the PSD for inclusion in the OMPF.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
6.11	Update Career Decisions section of CIMS	CCC	<p>CCC updates Career Decisions section of CIMS.</p> <p>Command transition/career counselors utilize the web version of the Career Information Management System, career decision section, available at: https://nsipsprod.nmci.navy.mil/nsipscllo/jsp/index.jsp to enter and track Transition GPS completion data.</p> <p>Login to NSIPS: Career Information Management Systems > Use > Career Decisions. Enter Service Member's SSN:</p> <p>CCC updates CIMS:</p> <ul style="list-style-type: none"> • ITP Completed – Date the Service Member's ITP was completed • Capstone Completed – Date the Capstone course was completed • Career Readiness Indicator – Checked when all requirements of GPS Transition are completed (The Date Checked is stored in background for reporting, if needed). <p>Select Save.</p> <p>Note: If CIMS had not been updated previously, CCC updates accordingly. Refer to Steps 2.2 and 3.6, as required.</p>
7	Schedule and complete retirement physical	Service Member	Schedule and complete retirement physical.
7.1	Schedule retirement physical	Service Member	Service Member schedules retirement physical with servicing Medical Treatment Facility (MTF).
7.2	Request Retirement Package	Service Member /CPPA	<p>Service Member /CPPA requests Retirement Package</p> <p>Service Member/CPPA contacts PSD for Retirement Package</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
7.3	Receive Retirement Package	Service Member / CPPA	<p>Service Member/CPPA receive Retirement Package from PSD.</p> <p>Package contents may include the following (as applicable):</p> <ul style="list-style-type: none"> • NPPSC 1800/1 Fleet Reserve/Retirement Checklist • NPPSC 1900/1 Separation Questionnaire • DD214 Worksheet (OCONUS only) <p>Note: If Service Member is separating from an overseas/deployed command, servicing Overseas PSD should prepare DD214 WS. Servicing overseas PSD must ensure that the DD214 WS is included in the separation package to be forwarded to servicing CONUS TPU/PSD. Refer to PPIB 11-04.</p> <ul style="list-style-type: none"> • Awards list/verification • Travel Forms, if applicable: <ul style="list-style-type: none"> ○ Passenger Reservation Request (PRR), if applicable ○ DD884 (Application for Transportation for Dependents), if applicable • Copy of FLTRES/Retirement Authorization
7.4	Verify compliance with SHPE program requirements	CPPA, Service Membe	<p>CPPA/Service Member verify compliance with Separation History and Physical Examination (SHPE) program requirements for retiring Active Duty Service Members</p> <p>Verify compliance with requirements identified in NAVADMIN 187/16, as applicable.</p> <p>Commanders, Commanding Officers and Officers-In-Charge of Military Treatment Facilities, and Department Heads of Operational Medical Departments, shall report the status of each separating/retiring Service Member's SHPE in the Navy's SHPE tracking system, as it is implemented in their command. Commands which do not have organic medical assets will rely on the MTF or Branch Health Clinic performing their Service Member's SHPE.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Command separation check-out sheets shall reflect the requirement to complete a SHPE prior to actual separation/end of active obligated service. The medical department will annotate compliance.</p> <p>Temporary Duty and terminal leave may be held in abeyance as deemed necessary to facilitate completion of SHPE process prior to separation of a Service Member.</p> <p>Note: Service Members may not be retained on active duty beyond the expiration of their active duty service obligation unless specifically provided for by applicable law and policy.</p>
7.5	Verify retirement physical results are documented in medical record	Service Member	<p>Service Member verifies retirement physical results are documented in medical record.</p> <p>Service Member obtains Medical/Dental signatures on NPPSC 1900/1 Separation Questionnaire.</p>
7.6	Review and make copy of medical/dental record	Service Member	Service Member reviews and makes copy of medical/dental record.
7.7	Contact local VA representative, if applicable	Service Member	<p>Service Member contacts local VA representative, if applicable.</p> <p>Alternatively, Service Member may contact a Veterans Service Agency (DAV, AMVETS, etc.). Service Member may have made previous contact with VA representative or Veterans Service agency representative at Transition GPS seminar.</p>
8	Review, update, and correct ESR, as required	Command Leadership/CPPA/Service Member	<p>Review, update, and correct Electronic Service Record (ESR), as required.</p> <p>Command ensures Service Member has access to resources including the following:</p> <ul style="list-style-type: none"> • Career counseling and guidance from the chain of command; • Current career information and support from the Command Career Counselor;

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • Access to CAC-enabled computer and the Electronic Service Record (ESR) for personnel record review; • Access to personnel support services required to update personnel records, including support provided by the servicing PSD via the Command Pay and Personnel Administrator (CPPA) , etc. <p>Important Note: Pages from the ESR are printed and submitted to the Official Military Personnel File (OMPF) following Service Member's retirement. The Service Member must ensure all pending transactions are verified by the servicing Personnel Office/PSD because only verified transactions post to printed documents.</p>
8.1	Review ESR and OMPF	Service Member	<p>Service Member reviews ESR and OMPF approximately six months before retirement.</p> <p>Note: Service Member should review ESR to ensure ESR is accurate to support PSD preparation of the Service Member's DD214.</p> <p>Refer to ESR webpage on Navy Personnel Command website as required. The ESR "Training Guide for Sailors & Commands" assists the Service Member with navigating to the various links, sections, and pages within the ESR. It provides an overview of the contents as it relates to the OMPF.</p> <p>http://www.public.navy.mil/bupers-npc/career/recordsmanagement/Pages/ElectServRcd.aspx</p> <p>Perform the following:</p> <p>Using CAC and CAC-enabled computer with Internet access, login to ESR at: https://nsipsprod.nmci.navy.mil (Afloat users access ESR Afloat at: https://nsipswebafloat/.)</p> <p>The ESR View function allows the Service Member to verify information contained within the Navy Standard Integrated Personnel System.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>The ESR Tasks function allows the Service Member to update ESR self-service items. It is the responsibility of the Service Member to keep this information current.</p> <p>At a minimum, the Service Member should verify the following ESR data for accuracy and currency (click hyperlinks on the ESR left navigation bar):</p> <ul style="list-style-type: none"> • Dependency Data (submitted to OMPF as form NAVPERS 1070/602) • Member Data Summary (submitted to OMPF as form NAVPERS 1070/886) • Training Summary (submitted to OMPF as form NAVPERS 1070/881) • Honors and Awards (submitted to OMPF as form NAVPERS 1070/880) <p>Refer also to “How to Conduct an Enlisted Personnel Records Review” and “How to Maintain Accurate Personnel Records” Plain Talks for ESR information that should be verified, if required: http://www.public.navy.mil/bupers-npc/career/toolbox/Pages/PlainTalk(series).aspx</p> <p>Refer to Career Toolbox Command Aids and User Guides, as required: http://www.public.navy.mil/bupers-npc/career/toolbox/Pages/CommandLeadership.aspx</p> <p>Important Note: To protect Service Member’s PII when exiting ESR, click “Sign out” in the top right-hand corner and close the browser window.</p>
8.2	Update ESR, if required	Service Member	<p>Service Member updates ESR, if required.</p> <p>Service Member contacts CPPA or CCC to obtain information and assistance regarding how to update personnel records.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>CPPA or CCC works with Personnel Office or servicing PSD) to make all necessary updates, when required.</p> <p>Update NAVPERS 1070/602 (Dependency Application), as applicable.</p> <p>Refer to Legacy Page 2 SOP for proper processing of any status changes if RED/DA has not been implemented, as applicable.</p> <p>Legacy Page 2 SOP: https://mppte.navy.deps.mil/sites/NPC/pers2/Personnel%20Services/Page%202%20SOP.aspx</p> <p>Alternatively, refer to RED/DA SOP for proper processing of any status changes, as applicable.</p> <p>RED/DA SOP: https://mppte.navy.deps.mil/sites/npc/pers2/Lists/Standard%20Operating%20Procedures/PersonnelSOPs.aspx</p> <p>Note: At a minimum, NAVPERS 1070/602 will need to be updated as part of this process to document SBP election remarks and SGLI.</p>
8.3	Submit corrections to the ESR	CPPA	<p>CPPA submits corrections to the ESR, if required.</p> <p>CPPA works with Personnel Office or servicing Personnel Support Detachment (PSD) to make all necessary corrections, when required.</p>
8.4	Verify ESR update/correction occurred	Service Member	Service Member verifies ESR update/correction occurred, if required.
9	Review/Prepare Retirement documentation for submission to PSD	Service Member/CPPA and Clerk	Review/Prepare Retirement documentation for submission to PSD.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Refer to NPPSC 1800/1, Fleet Reserve/Retirement Checklist, at: http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx
9.1	Contact CPPA	Clerk	<p>Clerk contacts CPPA 90-120 days prior to Service Member's Fleet Reserve/Retirement date.</p> <p>Clerk determines status of FLTRES/Retirement package submission.</p> <p>Clerk runs Projected Loss Report in Navy Standard Integrated Personnel System (NSIPS) on a weekly basis to identify Service Members within 6-8 months of Expiration of Active Obligated Service (EAOS); Expiration Term of Service (ETS).</p> <p>Clerk determines status of FLTRES/Retirement package submission and forwards NPPSC 1900/1 Separation Questionnaire to CPPA, if required.</p> <p>Clerk obtains and reviews FLTRES/Retirement authorization, if applicable.</p> <p>Clerk creates/establishes Fleet Reserve/Retirement Retain file.</p> <p>Note: If TRIM has been implemented refer to BUPERSINST 5210.8 (Series) "Implementation of the Total Record Information Management Application as the Electronic Records Management Solution within the Bureau of Naval Personnel" and PPIB 17-05 and PPIB 17-11 for Retain file document naming convention.</p> <p>Clerk should refer to PPIB 17-05 and PPIB 17-11 for Fleet Reserve/Retirement Retain file naming convention to support TRIM processing and archiving.</p> <p>In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>SSN in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN.</p> <p>Effective 01 May 2017, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention in TRIM or local document retention system. The new file naming structure is:</p> <ul style="list-style-type: none"> • Last Name, then space • First Name, then space • Full DoD ID Number, then space • Name of Entitlement • Example: DOE JON 1234567890 FLTRES <p>Then comply with BUPERSINST 5210.8 (Series) electronic archiving procedures. Any subsequent TOPS attachment submissions in support of this transaction will be added to the Fleet Reserve/Retirement Retain File.</p> <p>Important Document Retention Action: IAW Department of the Navy Memo dated 29 January 2015 "Revised Document Retention Requirements to Support Department of the Navy Financial Statement Audits" PPIB 15-17, Revised Document Retention Requirements to Support the Department of the Navy Financial Statement Audits, and NAVADMIN 66/16 Navy Audit Document Retention Guidance, financial record retention requirements are now ten years.</p>
9.2	Complete Separation Questionnaire Package	Service Member	<p>Service Member completes NPPSC 1900/1 Separation Questionnaire Package.</p> <p>Service Member should have already reviewed ESR for accuracy to support PSD preparation of the Service Member's DD214. Refer to Step 8 as required.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
9.2.1	Review and update military awards	Service Member	<p>Service Member reviews and updates military awards (personal and units awards), if required.</p> <p>Note: Service Member should have already reviewed ESR for accuracy to support PSD preparation of the Service Member's DD214.</p> <p>Previously known as Navy Department Awards Web Service (NDAWS), the U.S. Navy Awards website provides online access to Navy awards information and help. The website is divided into five separate sections: Home, Personal, Unit, Veteran Awards, and Awarding Authorities.</p> <p>Go to U.S. Navy Awards at https://awards.navy.mil. Conduct an Awards Query:</p> <ul style="list-style-type: none"> Go to Personal Awards > (Personal Awards History) Personal Awards Query Go to Unit Awards > (Unit Awards History) Unit Awards Query <p>Required Actions:</p> <ul style="list-style-type: none"> Conduct Personal Awards Query to verify all personal awards are present Conduct Unit Awards Query to identify unit awards received Take all necessary actions to ensure U.S. Navy Awards information is current, accurate and complete <p>Use correction procedures provided. Go to U.S. Navy Awards. Click Personal Awards > (REFERENCES) Updating Personal Awards.</p>
9.2.2	Complete Awards List	Service Member	<p>Service Member completes Awards List in conjunction with NPPSC 1900/1 Separation Questionnaire.</p> <p>Service Member should also obtain copy of End of Tour Award for submission to PSD by CPPA.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
9.3	Provide copy(ies) of prior DD214s	Service Member	<p>Service Member provides copy(ies) of prior DD214s, if applicable.</p> <p>Provide copies of previous DD214s if not on file in the Service Member's OMPF.</p>
9.4	Research and compare Veterans' Group Life Insurance (VGLI) to other life insurance options	Service Member	<p>Service Member researches and compares Veterans' Group Life Insurance (VGLI) to other life insurance options at: http://benefits.va.gov/insurance/vgli.asp.</p> <p>Refer to NAVADMIN 085/17, as applicable. SGLI election, validation and election updates should only be manually processed in extenuating circumstances when Service Member does not have access to Servicemembers Group Life Insurance (SGLI) Online Enrollment System (SOES).</p> <p>NAVADMIN 085/17 announced the launch of the Servicemembers Group Life Insurance (SGLI) Online Enrollment System (SOES). SOES is a web-based system available through My Navy Portal that allows Sailors to validate or change SGLI or Family SGLI (FSGLI) coverage amounts and beneficiaries quickly and easily without using paper forms. SOES is available 24 hours a day and provides detailed guidance to Sailors that enables them to make informed decisions on their life insurance policy elections. Update SGLV 8286 (Servicemembers' Group Life Insurance (SGLI) Election and Certificate), if applicable. Refer to SGLI SOP, as required: https://mppte.navy.deps.mil/sites/NPC/pers2/Personnel%20Services/SGLI%20SOP.aspx</p> <p>Update SGLV 8286A (Family Coverage Election and Certificate), if applicable. Refer to FSGLI SOP, as required: https://mppte.navy.deps.mil/sites/NPC/pers2/Personnel%20Services/FSGLI%20SOP.aspx</p>
9.5	Complete Survivor Benefit Plan election	Service Member	Service Member completes Survivor Benefit Plan (SBP) election.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Read form instructions to support completion and ensure all required signatures are acquired. DD2656 may require notary depending upon election. DD2656 should be accompanied by allotment form.</p> <p>Important Note: Completed form must be received by DFAS 60 days prior to approved Fleet Reserve/retirement date or full deductions will start automatically.</p> <p>Refer to OPNAVINST 1750.5 Survivor Benefit Plan (SBP) Program and CPPA as required.</p>
9.6	Prepare PTDY orders	CPPA	CPPA prepares Permissive Temporary Duty (PTDY) orders in accordance with MPM 1320-220 Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting.
9.7	Complete and submit request for Separation Leave	Service Member	<p>Service Member completes and submits request for Separation Leave.</p> <p>Refer to MPM 1050-400, Accrued Leave Creditable upon Retirement, and MPM 1050-120, Separation Leave, as required.</p> <p>Absence on Leave at the Time of Retirement:</p> <ul style="list-style-type: none"> Per MPM1050-120, Separation Leave, absence on leave at the time of retirement, or transfer to the Fleet Reserve without the necessity of return to the separation site (if desired) should normally be granted when requested to preclude the loss of leave and to minimize accrued leave. If leave without return to the separation site is desired, the Service Member must actually have retirement or transfer to the Fleet Reserve orders in possession and have completed separation processing prior to departure on leave. The retirement or transfer to the Fleet Reserve date must occur following completion of the authorized leave period. <p>Original NAVCOMPT Form 3065 (2/83) or copy of Electronic Leave (E-Leave) authorization is required for separation processing by the PSD.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Note 1: Commands process separation leave (E-Leave) unless command is serviced by an Afloat PSD or Service Member has returned from overseas for separation processing and has an open FID 23, then command needs to submit a paper copy NAVCOMPT 3065 for PSD to process separation leave. Refer to PPIB 11-04 and Leave Processing in lieu of E-Leave SOP, if required: https://mpte.navy.deps.mil/sites/NPC/pers2/Personnel%20Services/Leave%20SOP.aspx</p> <p>Note 2: Hardcopy approved Leave Request should include Control Number in Block 2.</p> <p>Note 3: CPPA should provide copy of last leave taken by Service Member to ensure it was posted to account, if applicable.</p>
9.8	Provide CPPA with verified or updated NAVPERS 1070/602	Service Member	<p>Service Member provides CPPA with verified or updated NAVPERS 1070/602.</p> <p>Note: If NAVPERS 1070/602 (Dependency Application) is verified/updated by Service Member in NSIPS RED/DA, then NAVPERS 1070/602 verification/update and any supporting documentation are submitted to the servicing PSD through NSIPS RED/DA.</p> <p>The individual Service Member is solely responsible for the accuracy of the information recorded on his or her NAVPERS 1070/602.</p> <p>All Service Members shall verify the accuracy of data on the newest NAVPERS 1070/602 in their OMPF, and the data contained on both the emergency contact and dependency data panels within their electronic service record (ESR).</p> <p>At a minimum, commands must ensure Service Members perform this verification annually in NSIPS RED/DA application via self-service; however, additional verifications are also required under the following conditions:</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • Upon reporting to a new duty station under permanent change of station (PCS) orders; • Prior to departure on PCS orders; • Prior to deployment, regardless of length; • When ordered to periods of temporary duty or temporary additional duty away from permanent duty station in excess of 30 days; • On each occasion when an inactive duty Service member comes on active duty, including active duty training; • When a Service member applies for and upon assignment of Government housing; • Upon recertification for secondary dependents; or • At least 30 days prior to requesting dependent related travel, transportation, pay, benefits, or allowances (e.g., advanced or delayed dependent travel, dependent travel advances, early return of dependents, etc.). <p>Refer to Legacy Page 2 SOP, as applicable: https://mppte.navy.deps.mil/sites/NPC/pers2/Personnel%20Services/Page%202%20SOP.aspx</p> <p>Refer to RED/DA SOP, as applicable: https://mppte.navy.deps.mil/sites/npc/pers2/Lists/Standard%20Operating%20Procedures/PersonnelSOPs.aspx</p>
9.9	Determine Service Member's intent to update SGLI and/or FSGLI	CPPA	<p>CPPA determines Service Member's intent to update SGLI and/or FSGLI regardless of whether there's an update to Service Member's NAVPERS 1070/602.</p> <p>Refer Service Member to NAVADMIN 085/17, as applicable. SGLI election, validation and election updates should only be manually processed in extenuating circumstances when Service Member does not have access to Servicemembers Group Life Insurance (SGLI) Online Enrollment System (SOES).</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>NAVADMIN 085/17 announced the launch of the Servicemembers Group Life Insurance (SGLI) Online Enrollment System (SOES). SOES is a web-based system available through My Navy Portal that allows Sailors to validate or change SGLI or Family SGLI (FSGLI) coverage amounts and beneficiaries quickly and easily without using paper forms. SOES is available 24 hours a day and provides detailed guidance to Sailors that enables them to make informed decisions on their life insurance policy elections.</p> <p>Refer to SGLI and FSGLI SOPs only if required</p> <p>SGLI SOP: https://mppte.navy.deps.mil/sites/NPC/pers2/Personnel%20Services/SGLI%20SOP.aspx</p> <p>FSGLI SOP: https://mppte.navy.deps.mil/sites/NPC/pers2/Personnel%20Services/FSGLI%20SOP.aspx</p>
9.10	Complete travel related documentation	Service Member/CPPA	Service Member/CPPA completes travel related documentation.
9.10.1	Complete Application for Transfer and Advances, if applicable	Service Member/CPPA	<p>Service Member/CPPA Complete Application for Transfer and Advances in accordance with form instructions, if applicable.</p> <p>Refer to MPA 19/19 and PPIB 19-15. Effective immediately, travel advances for separation or retirement are no longer authorized except for instances with extenuating circumstances (for example, financial hardship).</p> <p>Refer to NPPSC 1300/1 Application for Transfer and Advances at: http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Refer to Travel Advance SOP at: https://mpte.navy.deps.mil/sites/NPC/pers2/PayEntitlement%20Services/Travel%20Advance%20SOP.aspx</p>
9.10.2	Complete Passenger Reservation Request, if applicable	Service Member/CPPA	<p>Service Member/CPPA completes Passenger Reservation Request, NPPSC 4650/1, in accordance with form instructions, if applicable.</p> <p>Refer to NPPSCINST 4650.8 and NPPSCINST 4650.8 CH-1 for form instructions, as required. https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fnpc%2Fpers2%2FNPPSC%2FAdmin%20Folder%2FNPPSC%20Instructions&FolderCTID=0x0120001F2B11B5F056F245949DE7A6A9EC3027&View=%7B392C9FF3%2D9BF8%2D4612%2D8F07%2D113035A376EE%7D</p> <p>Obtain NPPSC 4650/1 at: http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx</p> <p>Complete DD884 for Application for Transportation of Dependents, as required: http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0884.pdf</p>
9.10.3	Complete NAVPERS 7041/1 (PCS Travel)	Service Member	<p>Service Member completes NAVPERS 7041/1 (PCS Travel).</p> <p>Direct Service Member to complete via NSIPS ESR, refer to PPIB 12-16 for PCS travel document completion and submission procedures.</p> <p>NSIPS ESR is the preferred method for submission of PCS travel information. The CPPA should submit the NAVPERS 7041/1 to the Permanent Change of Station Variance Component via the servicing PSD/Personnel Office. Use Ultimate UIC: 00022.</p> <p>As soon as possible following receipt of PCS orders (or immediately if detachment is in less than 90 days), commands shall ensure Service Members</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>access their NSIPS ESR self-service account to complete/submit the PCS travel information.</p> <ul style="list-style-type: none"> • Use of the hardcopy NAVPERS 7041/1 should only occur if NSIPS access is unavailable • In those rare cases that NSIPS cannot be used, obtain the NAVPERS 7041/1 from the CPPA or the NPFC website reference library at: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS_7041-1_Rev12-92.pdf
9.10.4	Verify/support submission of NAVPERS 7041/1 (PCS Travel)	CPPA	<p>CPPA verifies/supports submission of NAVPERS 7041/1 (PCS Travel).</p> <p>Refer to PPIB 12-16 for PCS travel document completion and submission procedures.</p> <ul style="list-style-type: none"> • Verify Service Member's completed NAVPERS 7041/1 (PCS Travel) electronically through NSIPS ESR • If Service Member manually completed form, CPPA submits the NAVPERS 7041/1 to the Permanent Change of Station Variance Component via the servicing PSD/Personnel Office
9.11	Submit Fleet Reserve/Retirement documentation to CPPA	Service Member	Service Member submits Fleet Reserve/Retirement documentation to CPPA.
9.12	Compile, review, and submit FLTRES/Retirement package to PSD via TOPS	CPPA	<p>CPPA compiles, reviews, and submits FLTRES/Retirement package to PSD via Transition Online Processing System (TOPS).</p> <p>CPPA should refer to PPIB 17-05 and PPIB 17-11 for Fleet Reserve/Retirement package naming convention to support TRIM processing and archiving.</p> <p>In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the SSN</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN.</p> <p>Effective 01 May 2017, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention in TRIM or local document retention system. The new file naming structure is:</p> <ul style="list-style-type: none"> • Last Name, then space • First Name, then space • Full DoD ID Number, then space • Name of Entitlement • Example: DOE JON 1234567890 FLTRES <p>Package contents may include the following (as applicable):</p> <ul style="list-style-type: none"> • NPPSC 1800/1 Fleet Reserve/Retirement Checklist • Approved PTDY orders • Approved Separation Leave Request • Copy of last leave taken by Service Member to ensure it was posted to account, if applicable • Completed NPPSC 1900/1 Separation Questionnaire • DD214 Worksheet (OCONUS only) <p>Note: If Service Member is separating from an overseas/deployed command, servicing Overseas PSD should prepare DD214 WS. Servicing overseas PSD must ensure that the DD214 WS is included in the Separation package to be forwarded to servicing CONUS TPU/PSD. Refer to PPIB 11-04.</p> <ul style="list-style-type: none"> • Awards list/verification • Copy of FLTRES/Retirement Authorization

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • Copy of prior DD214s (Certificate of Release or Discharge from Active Duty) and all supporting documentation, if not available from Service Member's OMPF • Signed DD2648 eForm Note: CPPA verifies/writes Service Member's SSN in the upper left corner of the pdf version of the DD 2648 eForm • Signed DD2656 Data for Payment of Retired Personnel (SBP) • Copy of NAVPERS 1070/602 (Dependency Application) with updates, if applicable • Copy of SGLV 8286 (Servicemembers' Group Life Insurance (SGLI) Election and Certificate), if applicable • Copy of SGLV 8286A (Family Coverage Election and Certificate), if applicable • Request for Joint Service Transcript (JST), formerly SMART transcript • DD2586, Verification of Military Experience and Training (VMET) • Copy of NAVPERS 7041/1 (PCS Travel), only if hardcopy NAVPERS 7041/1 was prepared, otherwise verify completion in Service Member's NSIPS ESR • Travel Forms, if applicable: • Passenger Reservation Request (PRR), NPPSC Form 4650/1 • DD884 (Application for Transportation for Dependents)
10	Receive and verify Service Member's FLTRES/Retirement documentation	Clerk/Supervisor	Receive and verify Service Member's FLTRES/Retirement documentation.
10.1	Receive FLTRES/Retirement package from CPPA	Supervisor	<p>Supervisor/lead receives FLTRES/Retirement package from CPPA via TOPS and forwards to clerk for processing.</p> <p>Package contents should include (as applicable):</p> <ul style="list-style-type: none"> • NPPSC 1800/1 Fleet Reserve/Retirement Checklist • Approved PTDY orders • Approved Separation Leave Request

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • Copy of last leave taken by Service Member to ensure it was posted to account, if applicable • Completed NPPSC 1900/1 Separation Questionnaire • DD214 Worksheet (OCONUS only) • Awards list/verification • Copy of FLTRES/Retirement Authorization • Copy of prior DD214s (Certificate of Release or Discharge from Active Duty) and all supporting documentation, if not available from Service Member's OMPF • Signed DD2648 eForm Note: PSD Clerk verifies/writes Service Member's SSN in the upper left corner of the pdf version of the DD 2648 eForm • Signed DD2656 Data for Payment of Retired Personnel (SBP) • Copy of NAVPERS 1070/602 (Dependency Application) with updates, if applicable • Copy of SGLV 8286 (Servicemembers' Group Life Insurance (SGLI) Election and Certificate), if applicable • Copy of SGLV 8286A (Family Coverage Election and Certificate), if applicable • Request for Joint Service Transcript (JST), formerly SMART transcript • DD 2586, Verification of Military Experience and Training (VMET) • Copy of NAVPERS 7041/1 (PCS Travel) only if hardcopy NAVPERS 7041/1 was prepared, otherwise verify completion in Service Member's NSIPS ESR • Travel Forms, if applicable: • Passenger Reservation Request (PRR), NPPSC Form 4650/1 • DD884 (Application for Transportation for Dependents)
10.2	Verify FLTRES/Retirement package is complete and accurate	Clerk	<p>Clerk verifies FLTRES/Retirement package is complete and accurate.</p> <p>Check for accuracy and/or missing documents in accordance with NPPSC 1800/1 Fleet Reserve/Retirement Checklist.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
10.3	Work with CPPA/Service Member to complete/correct package	Clerk	Clerk works with CPPA/Service Member to complete/correct package.
10.4	Review and verify DD2656	Clerk	<p>Clerk reviews and verifies DD2656.</p> <p>Clerk obtains original document from CPPA/Service Member for forwarding to DFAS.</p> <p>Ensure spouse concurrence is completed and notarized if married Service Member with children elects children only coverage or does not elect full spouse coverage or declines coverage.</p>
10.5	Copy DD2656 for Service Member and Retain File	Clerk	Clerk copies DD2656 (Data for Payment of Retired Personnel) for Service Member and Retain File.
10.6	Send DD2656 to DFAS	Clerk	<p>Clerk sends DD2656 (Data for Payment of Retired Personnel) to DFAS via fax so that it is received by DFAS 60 days prior to date of transfer to Fleet Reserve/Retirement.</p> <p>Mark fax cover sheet with 'ATTN: New Accounts'.</p> <p>Follow-up with phone call in reference to faxed SBP, 1-800-321-1080, as required.</p>
10.7	Initiate Working folder/Retain file	Clerk	<p>Clerk initiates Service Member's FLTRES/Retirement Working folder/Retain file.</p> <p>Working folder/Retain file will consist of all documentation submitted by the Service Member and/or CPPA and an NPPSC Fleet Reserve/Retirement Checklist. Working folder/Retain file should be marked with Service Member's name and Retirement/Fleet Reserve date and filed by date for easy retrieval and passdown.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Refer to PPIB 17-05 and PPIB 17-11 for Fleet Reserve/Retirement Retain File naming convention to support TRIM processing and archiving.</p> <p>Note: If TRIM has been implemented then clerk establishes (or adds to) Retain File. TOPS transaction is first saved to hard drive. If the naming convention was not followed, then clerk saves TOPS transaction using standard TRIM naming convention. TOPS transaction is then saved to TRIM share drive for eventual archiving. Any subsequent TOPS attachment submissions in support of this transaction should be processed in a similar fashion to support final Retain File.</p> <p>Important Document Retention Action: IAW Department of the Navy Memo dated 29 January 2015 "Revised Document Retention Requirements to Support Department of the Navy Financial Statement Audits" PPIB 15-17, Revised Document Retention Requirements to Support the Department of the Navy Financial Statement Audits, and NAVADMIN 66/16 Navy Audit Document Retention Guidance, financial record retention requirements are now ten years.</p>
11	Prepare FLTRES/Retirement documents	Clerk/Service Member/CPPA	Prepare FLTRES/Retirement documents.
11.1	Review Service Member's MMPA screens	Clerk	<p>Clerk reviews Service Member's Master Military Pay Account (MMPA) screens as follows:</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <ul style="list-style-type: none"> • LOPG (for Enlisted): <ul style="list-style-type: none"> ○ Screens 3 and 4

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • L00G (for Officers): <ul style="list-style-type: none"> ○ Screens 1 and 5 • JJAA Format Identifiers (FIDs): <ul style="list-style-type: none"> ○ BL - Lump sum leave (LSL) paid to date ○ BR - Leave balance ○ SB - Leave ○ NB - Leave Pending • OPINS: Print <ul style="list-style-type: none"> ○ I73 - Statement of Service
11.2	Verify approved PTDY authorization	Clerk	Clerk verifies approved Permissive Temporary Duty (PTDY) authorization for Job/House Hunting Orders, if applicable.
11.3	Verify approved terminal leave	Clerk	<p>Clerk verifies approved terminal leave.</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Clerk verifies number of approved terminal leave equals or exceeds leave balance and ends on the last day of the Service Member's Active Duty service following retirement date. Clerk also verifies Service Member's lump sum leave sold and last leave taken was charged to ensure accurate leave balance information.</p> <p>To check leave balance, log on to MMPA JJAA verb and check FIDs:</p> <ul style="list-style-type: none"> • SB – Last leave taken

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> BR – Leave balance, calculated at the end of the month for the current month NB – Pending leave to post and leave type “P” equals for separation BL – Leave sold per career <p>Check FID SB for overlapping leave dates or leave control numbers already posted to this account.</p> <ul style="list-style-type: none"> If the new leave overlaps posted dates or if the leave control number has already been used on this account, the leave will reject. Leave that spans across hard EAOS with a pending Extension in the system requires two separate leave papers so that Service Member does not go into Excess Leave Status. Over 75 days of leave that spans fiscal years must be posted as two separate types of leave. This action is necessary to prevent Service Member from losing leave at the end of FY if Service Member is entitled to special leave accrual. <ul style="list-style-type: none"> First period: Type 'A' through 30 September Final period: Type 'P' through separation date
11.4	Does leave balance support approved leave?	Clerk	<p>Does leave balance support approved leave?</p> <p>If Yes, go to 11.6. If No, go to 11.5.</p>
11.5	Contact CPPA	Clerk	<p>Clerk contacts CPPA to resolve leave discrepancy.</p> <p>Go to 11.3</p>
11.6	Complete DD214	Clerk	<p>Clerk completes DD214 (Certificate of Release or Discharge from Active Duty) IAW BUPERSINST 1900.8 (Series).</p> <p>Access instruction from following link: http://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Pages/default.aspx </p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Note: PPIB 18-13 announced the utilization of eDD-214 functionality for NSIPS Web activities. This functionality allows the Separations Clerk to initiate the eDD-214 electronically within the NSIPS R&S module, and then electronically route to the member for verification to make sure all information is correct. After member's verification, the data will be transmitted to BUPERS Online (BOL) Document Services in order for the member and the Approving Official to digitally sign the document. All DD-214s initiated on or after 16 July 2018 will be processed utilizing the eDD-214 module within NSIPS. All personnel assigned to shore commands with access to NSIPS web and supported by PSD can now use this functionality when processing their separation or release from active duty. Commands supported by PSD Afloat will utilize this functionality as long as they have access to NSIPS web. NSIPS Web-Afloat implementation timeline is dependent on the ship maintenance process and projected to be available for deployment Feb 2019. Directions for using the eDD-214 functionality is posted on the NSIPS main page, beneath the Training section titled User Productivity Kit (UPK). In the UPK section, select RnS Training then DD214.
11.7	Is Service Member an Officer or Enlisted?	Clerk	Is Service Member an Officer or Enlisted? If Enlisted, go to 11.8. If Officer, go to 11.11.
11.8	Prepare FLTRES or Retirement orders	Clerk	Clerk prepares FLTRES or Retirement orders, as appropriate. Clerk prepares endorsement to NPC orders on PSD letterhead. Once prepared, clerk prints a copy of orders. Refer to MPM 1830-040 as required to prepare orders: http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1800Retirement/Documents/1830-040.pdf
11.9	Is FLTRES beyond EAOS?	Clerk	Is FLTRES beyond Expiration of Active Obligated Service (EAOS)? If Yes, go to 11.10. If No, go to 11.11.
11.10	Complete Extension or Conditional Reenlistment, as required	Clerk	Clerk completes Extension or Conditional Reenlistment, as required, in NSIPS (not to exceed one month past date of retirement).

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Note: If current aggregated months of extension has reached the maximum limit of 24 months, command must submit request for Conditional Reenlistment to meet the approved Fleet Reserve date to PERS 811 (USN).</p> <p>Refer to Extension of Enlistments SOP, as required: https://mppte.navy.deps.mil/sites/NPC/pers2/Personnel%20Services/Extensions%20SOP.aspx</p> <p>Refer to Reenlistments SOP, as required: https://mppte.navy.deps.mil/sites/NPC/pers2/Personnel%20Services/Reenlistments%20SOP.aspx</p>
11.11	Prepare service record documents	Clerk	Clerk prepares service record documents.
11.11.1	Prepare FLTRES/Retirement NAVPERS 1070/613s	Clerk	<p>Clerk prepares FLTRES/Retirement NAVPERS 1070/613s (Administrative Remarks), if required.</p> <p>Clerk updates Service Member's NSIPS ESR with applicable NAVPERS 1070/613s (Administrative Remarks).</p> <p>Login to NSIPS: Electronic Service Record > Electronic Service Record > Use > Administrative Remarks > Enter Service Member's SSN > Select the "+" icon to start a new Administrative Remarks entry, as required.</p> <p>Clerk updates Service Member's Administrative Remarks, as applicable.</p>
11.11.2	Update NAVPERS 1070/602 with SBP statement, SGLI, and FSGLI, if needed	Clerk	<p>Clerk updates NAVPERS 1070/602 (Dependency Application) with SBP statement and other updates as required.</p> <p>Update NAVPERS 1070/602 as required:</p> <p>Note: The following is a new requirement for all PERS Clerks to enter Address Clause and Supervisors to verify that it was accomplished in NSIPS RED DA.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>PCS Transfer/Separations Section: PERS Clerk enters an Address Clause in the DA (NAVPERS 1070/602) on current Home Address for the SM and Spouse for a PCS Transfer/Separation.</p> <p>From: Service Member Address: From: Spouse Address: (only enter spouse address if different from SM)</p> <p>CPPAs/Clerks ensure the Service Member obtains the official copy of the NAVPERS 1070/602 from the Service Member's RED DA Inquire or BOL OMPF before PCS Transfer/Separation. Advise the Service Member to provide the NAVPERS 1070/602 when liquidating dependent's travel entitlement.</p> <p>Refer CPPA to NAVADMIN 085/17, as applicable. SGLI election, validation and election updates should only be manually processed in extenuating circumstances when Service Member does not have access to Servicemembers Group Life Insurance (SGLI) Online Enrollment System (SOES).</p> <p>NAVADMIN 085/17 announced the launch of the Servicemembers Group Life Insurance (SGLI) Online Enrollment System (SOES). SOES is a web-based system available through My Navy Portal that allows Sailors to validate or change SGLI or Family SGLI (FSGLI) coverage amounts and beneficiaries quickly and easily without using paper forms. SOES is available 24 hours a day and provides detailed guidance to Sailors that enables them to make informed decisions on their life insurance policy elections.</p> <p>Clerk updates SGLV 8286 (SGLI Election and Certificate) and SGLV 8286A (Family Coverage Election and Certificate), if needed.</p> <p>Refer to Legacy Page 2, RED/DA, SGLI and/or FSGLI SOP, as required.</p> <p>Legacy Page 2 SOP: https://mppte.navy.deps.mil/sites/NPC/pers2/Personnel%20Services/Page%20%20SOP.aspx</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>RED/DA SOP</p> <p>https://mpte.navy.deps.mil/sites/npc/pers2/Lists/Standard%20Operating%20Procedures/PersonnelSOPs.aspx</p> <p>SGLI SOP:</p> <p>https://mpte.navy.deps.mil/sites/NPC/pers2/Personnel%20Services/SGLI%20SOP.aspx</p> <p>FSGLI SOP:</p> <p>https://mpte.navy.deps.mil/sites/NPC/pers2/Personnel%20Services/FSGLI%20SOP.aspx</p>
11.12	Send documents to supervisor/lead for review	Clerk	<p>Clerk sends documents to supervisor/lead for review.</p> <p>Contents should include the following, as applicable:</p> <ul style="list-style-type: none"> • Completed DD214 (Certificate of Release or Discharge from Active Duty) • FLTRES/Retirement authorization and orders • NAVPERS 1070/621 (Extension of Enlistment), if required • FLTRES/Retirement NAVPERS 1070/613s (Administrative Remarks) • Updated NAVPERS 1070/602 (Dependency Application), with SBP statement in the remarks • Updated SGLV 8286 (SGLI Election and Certificate), if applicable • Updated SGLV 8286A (Family Coverage Election and Certificate), if applicable • Any applicable supporting documentation submitted by the Service Member for supervisor to use in cross-checking accuracy of information in all documents
11.13	Forward documents to CPPA for Service Member's review and signature	Clerk	Clerk forwards documents to CPPA for Service Member's review and signature (or arranges for Service Member to review and sign documents).

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> Completed DD214 (Certificate of Release or Discharge from Active Duty) FLTRES/Retirement orders NAVPERS 1070/621 (Extension of Enlistment) or Reenlistment Contract FLTRES/Retirement NAVPERS 1070/613s (Administrative Remarks) Updated NAVPERS 1070/602 (Dependency Application) with SBP statement in the remarks Updated SGLV 8286 (SGLI Election and Certificate), if applicable Updated SGLV 8286A (Family Coverage Election and Certificate), if applicable <p>Note: Electronic signature on DD214 is not authorized. Service Member will sign DD214 upon checkout with PSD.</p>
11.14	Review and sign documentation	Service Member	<p>Service Member reviews and signs documentation.</p> <p>Completed DD214 (Certificate of Release or Discharge from Active Duty) will be signed upon checkout.</p>
11.15	Submit reviewed and signed documentation to PSD	CPPA	CPPA submits reviewed and signed documentation to PSD.
11.16	Prepare transportation/travel documents	Clerk	Clerk prepares transportation/travel documents.
11.16.1	Are flight arrangements needed?	Clerk	<p>Are flight arrangements needed?</p> <p>If Yes, go to 11.16.2.</p> <p>If No, go to 12.</p>
11.16.2	Review and verify PRR and DD884, if applicable	Clerk	Clerk reviews and verifies Passenger Reservation Request (PRR), NPPSC Form 4650/1, and DD884, if applicable.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
12	Process entitlements/ deductions and Strength Loss	Clerk/Supervisor	Process entitlements/deductions and Strength Loss in NSIPS.
12.1	Review and process entitlements/ deductions	Clerk	<p>Clerk reviews and processes all open entitlements/deductions in MMPA.</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Stop all special pays the day before leave or PTDY commences in accordance with DoD FMR. SDAP, Career Sea Pay, and Career Sea Pay Premium must be stopped the day prior to going on leave or PTDY. If no retirement leave or PTDY involved, stop pay effective the day prior to retirement date.</p> <p>Refer to Pay Process SOPs as required: https://mpte.navy.deps.mil/sites/NPC/pers2/Lists/Standard%20Operating%20Procedures/PaySOPs.aspx</p> <p>Note: Entitlements/deductions vary per Service Member. Process entitlements/deductions, as required.</p> <p>For single Service Members drawing partial BAH, change BAH entitlement to BAH Single based on PDS rate. Refer to BAH SOP, as required https://mpte.navy.deps.mil/sites/NPC/pers2/PayEntitlement%20Services/BAH%20SOP.aspx</p> <p>If there is an open Meal Deduction, process Stop Meal Collection effective the day before retirement leave or PTDY starts. If no retirement leave or PTDY involved, stop effective the day prior to retirement date (MPA 04/09 refers).</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Refer to Meal Deduction SOP as required: https://mppte.navy.deps.mil/sites/NPC/pers2/PayEntitlement%20Services/Meal%20Deduction%20SOP.aspx</p>
12.2	Process Separation Leave, if required	Clerk	<p>Clerk processes Separation Leave, if required.</p> <p>Commands process separation leave (e-Leave) unless command is serviced by an Afloat PSD or Service Member has returned from overseas for separation processing and has an open Hostile Fire/Imminent Danger Pay (HF/IDP) entitlement (FID 23), then command needs to submit a paper copy NAVCOMPT 3065 for PSD to process separation leave.</p> <p>If open Hostile Fire/Imminent Danger Pay (HF/IDP) entitlement, Separation leave needs to be processed as annual leave (Type "A") versus Separation leave (Type "P") otherwise SB transaction will reject.</p> <p>Refer to PPIB 11-04 and Leave Processing in lieu of E-Leave SOP, if required. https://mppte.navy.deps.mil/sites/NPC/pers2/Personnel%20Services/Leave%20SOP.aspx</p>
12.3	Prepare Strength Loss (E503) in NSIPS	Clerk	Clerk prepares Strength Loss Transaction (E503) in NSIPS within 120 days of retirement date.
12.4	Receive reviewed/signed documents	Clerk	<p>Clerk receives reviewed/signed documents from Service Member.</p> <ul style="list-style-type: none"> • Completed DD214 (Certificate of Release or Discharge from Active Duty) • FLTRES/Retirement orders • NAVPERS 1070/621 (Extension of Enlistment) • FLTRES/Retirement NAVPERS 1070/613s (Administrative Remarks) • Updated NAVPERS 1070/602 (Dependency Application) with SBP statement in the remarks • Updated SGLV 8286 (SGLI Election and Certificate), if applicable

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> Updated SGLV 8286A (Family Coverage Election and Certificate), if applicable <p>Completed DD214 (Certificate of Release or Discharge from Active Duty) will be signed upon checkout.</p>
12.5	Check documents for accuracy/ completeness	Clerk	<p>Clerk checks required documents for accuracy and completeness in accordance with (IAW) NPPSC 1800/1 Fleet Reserve/Retirement Checklist</p> <p>If any corrections are required, repeat applicable steps, as necessary.</p>
12.6	Amend Service Member's DD214, as applicable	Clerk	Clerk amends Service Member's DD 214 to reflect edits, as applicable.
12.7	Send package to supervisor/lead for audit and release	Clerk	<p>Clerk sends package to supervisor/lead for audit and release, as applicable.</p> <ul style="list-style-type: none"> NPPSC 1800/1 Fleet Reserve/Retirement Checklist Copy of FLTRES/Retirement Authorization Completed DD214 Completed NPPSC 1900/1 Separation Questionnaire DD 214Worksheet (OCONUS only) Prior DD214s FLTRES/Retirement orders NSIPS Strength Loss (E503) Entitlement/Deduction Transactions Copy of TEMADD Orders for House Hunting/Job Hunting, if applicable Copy of Approved NAVCOMPT 3065 (E-Leave Request/Authorization) or copy of approved hardcopy NAVCOMPT 3065 (Leave Request/Authorization) for Retirement Leave Signed DD2648 eForm Note: PSD Clerk verifies/writes Service Member's SSN in the upper left corner of the pdf version of the DD 2648 eForm Completed DD2656 (Data for Payment of Retired Personnel) 'SBP Election' with proof of fax transmittal receipt by DFAS

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> Completed NAVPERS 1070/613 (Administrative Remarks) Updated NAVPERS 1070/602 (Dependency Application) SGLV 8286 (SGLI Election and Certificate), if applicable SGLV 8286A (Family Coverage Election and Certificate), if applicable Copy of Joint Service Transcript (JST) and/or Verification of Military Experience and Training (VMET) Completed Travel Documents: <ul style="list-style-type: none"> Completed Passenger Reservation Request (PRR), NPPSC Form 4650/1 Completed DD884 (Application for Transportation for Dependents) Copy of NAVPERS 7041/1 (PCS Travel), only if hardcopy NAVPERS 7041/1 was prepared, otherwise verify completion in Service Member's NSIPS ESR
12.8	Mark TOPS transaction "For Review"	Clerk	Clerk marks TOPS transaction "For Review" by supervisor.
12.9	Conduct review/audit of FLTRES/Retirement package	Supervisor	Supervisor/lead conducts review/audit of FLTRES/Retirement package: <ul style="list-style-type: none"> Verifies completeness and accuracy Provides signature, where applicable
12.10	Verify Service Member's NSIPS ESR Administrative Remarks	Supervisor	Supervisor verifies Service Member's NSIPS ESR Administrative Remarks, if required.
12.11	Release all documents in NSIPS	Supervisor	Supervisor releases all documents in NSIPS. <p>The Pay Supervisor will be required to close out the Electronic Service Record (ESR) as part of the Reenlistment and Strength Loss approval process</p> <p>Note: Active Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments,</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority.</p> <p>If a current Active Duty Personnel Supervisor does not have a Pay Clerk or Pay Supervisor as the next Role in the workflow routing chain, they will receive the following error: <i>“To comply with DoD FMR, Volume 5 (Separation of Duties), this transaction must be approved by a Pay Supervisor. Please add a Pay Clerk and/or Pay Supervisor to your Personnel Supervisor Account.”</i> When the Active Duty Personnel Supervisor clicks OK to clear this message, they will receive the normal Route to Operator where they can enter the Operator ID of a Pay Clerk or Pay Supervisor.</p> <p>Documents consist of the following, as applicable and must be done in this sequence for accuracy and to avoid rejects:</p> <ul style="list-style-type: none"> • Verify ESR entries and NAVPERS 1070/613 • Stop/Start miscellaneous pays • Start Leave • Strength Loss <p>Caution: If the Service Member is authorized OHA/OCOLA, then processing separation leave will terminate OHA/OCOLA so the separation leave will need to be processed as regular leave versus separation leave.</p>
12.11.1	Did entitlements/ deductions post?	Clerk	<p>Did entitlements/deductions post?</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Check NSIPS/MMPA 24 hours after release.</p> <p>If No, go to 12.11.4. If Yes, go to 12.11.2.</p>
12.11.2	Did leave transaction post?	Clerk	<p>Did leave transaction post?</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Check NSIPS/MMPA 24 hours after release.</p> <p>If No, go to 12.11.4. If Yes, go to 12.11.3.</p>
12.11.3	Did Strength Loss (E503) post in MMPA?	Clerk	<p>Did Strength Loss (E503) post in MMPA?</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Check NSIPS/MMPA 24 hours after release.</p> <p>Verify NT and N7 to check for rejects or recycles. If it is more than 10 days before the Loss date, only an N7 will post.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>An E503 transaction readies the pay account for the approaching separation date and triggers separation related management notices to the separation activity. Input transactions continue to process against the pay account after an E503 transaction is submitted.</p> <p>A rejected E503 transaction causes an NN entry to be created on the Service Member's MMPA. The NN entry reflects the exact original E5 input. The reject must be resolved in a timely manner to complete the separation process. Processing an E506-CANCEL FINAL SEPARATION transaction will remove the NN entry.</p> <p>The E503 transaction triggers a pending separation on the MMPA, which provides notices to the field giving projected bonus recoupment and excess leave recoupment information. It re-computes existing debt amounts for collection prior to date of separation and gives projected separation debt information.</p> <p>If No, go to 12.11.4. If Yes, go to 12.12.</p>
12.11.4	Determine reason for posting delay	Clerk/Supervisor	<p>Clerk/supervisor determines reason for posting delay.</p> <ol style="list-style-type: none"> 1. Check message status inquiry in NSIPS for error code 2. Research reason for error in NSIPS <ul style="list-style-type: none"> • If error is correctable, correct and resubmit • If error is not correctable, submit NSIPS trouble ticket or open DWOWS transaction to DFAS <p>Go to 12.11.1</p>
12.12	Verify the number of leave sell-back days	Clerk	<p>Clerk verifies the number of leave sell-back days from NT line in MMPA (JJAA).</p> <p>If required, verify that the number of leave sell-back days is documented in Block #16 of the DD214 (Certificate of Release or Discharge from Active Duty).</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
13	Review and approve PRR and DD884	Supervisor	<p>Supervisor reviews and approves PRR and DD884.</p> <p>Following approval, clerk submits Passenger Reservation Request (PRR) and DD884 (Application for Transportation for Dependents) to Navy Passenger Transportation Office (NAVPTO), as required.</p>
14	Process Application for Transfer and Advances, if applicable	Clerk	<p>Travel clerk processes Application for Transfer and Advances, if applicable</p> <p>Refer to MPA 19/19 and PPIB 19-15. Effective immediately, travel advances for separation or retirement are no longer authorized except for instances with extenuating circumstances (for example, financial hardship).</p> <p>Refer to Travel Advance SOP at: https://mppte.navy.deps.mil/sites/NPC/pers2/PayEntitlement%20Services/Travel%20Advance%20SOP.aspx </p> <p>Refer to NPPSC 1300/1, Application for Transfer and Advances, at: http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx </p>
15	Process final Retirement (Separation) Payment	Clerk/Supervisor/ DDO	Process final Retirement (Separation) Payment.
15.1	Prepare Separation Worksheet for final pay	Clerk	<p>Clerk prepares Separation Worksheet for final pay 1-3 days prior to Fleet Reserve/Retirement date to maximize accuracy</p> <p>Note: Per MPA 39/16 the automated Separation Worksheet can now be saved as either a pdf or saved directly to the DFAS Military Repository (DMR) server. When the spreadsheet is saved to the DMR server, DFAS will not require a pdf copy of the worksheet to be sent through DWOWS.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Refer to PPIB 16-03, Mandatory Usage of the Defense Finance and Accounting Service (DFAS) Automated Separation Worksheet for all Future Separations, as required.</p> <p>The Automated Separation Worksheet is a new tool developed by DFAS and effective February 16, 2016, the Automated Separation Worksheet will be mandatory and will be the only authorized mechanism to be considered for computing and documenting separation payments for separating Service Members.</p> <p>The automated worksheet is located in the resource section of the DFAS MILPAY Repository (DMR). The Automated Separation Worksheet computes Service Member's Separation Pay by extracting data from DJMS using the Service Member's SSN as well as data obtained at the local level, e.g., Separation Designator Code and the type of discharge input on the separation worksheet.</p> <p>The creation of the Automated Separation Worksheet also eliminates the need to utilize the DJMS (What-If) Functionality as those types of calculations can also be performed within the Automated Separation Worksheet process.</p> <p>The Automated Worksheet also allows the user to download, print and save the worksheet as a pdf file. The Automated Separation Worksheet does not change any current policies on the submission of separation worksheets through DWOWS.</p> <p>Check the following in MMPA:</p> <ul style="list-style-type: none"> • NT line • All D screens (close out any open items) • A screen - allotments • F screen – all taxes • H screen – garnishment of wages and split pay options • P screen – pay days • Check indebtedness • Verify all special pays have been stopped in accordance with DoD FMR

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> Verify the number of leave days paid and ensure documented in Block #16 of DD214 <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p>
15.2	Is Service Member overpaid?	Clerk	<p>Is Service Member overpaid?</p> <p>If Yes, go to 15.4. If No, go to 15.3.</p>
15.3	Input final separation payment	Milpay	<p>Milpay inputs final separation payment on MMPA using JPBB verb and enters amount based upon computation from the Separation Worksheet.</p> <p>Note: If Service Member is overpaid, make no additional payment.</p>
15.4	Send Separation Worksheet package to DDO for review/ approval and release of final payment	Milpay	<p>MILPAY prepares final separation worksheet package and sends to DDO for review/approval and release of final payment.</p> <p>Package includes:</p> <ul style="list-style-type: none"> DD214 Separation Orders (Officers) or Separation Travel Orders (Enlisted) JPBB print-out
15.5	Is Service Member overpaid?	DDO	<p>Is Service Member overpaid?</p> <p>If Yes, go to 15.6. If No, go to 15.7.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
15.6	Send a copy of the Final Separation Worksheet to DFAS via DWOWS for debt collection	Supervisor/Milpay	<p>MILPAY sends a copy of the Final Separation Worksheet to DFAS via DWOWS vice Supervisor/DDO (per NPPSC 1800/1 Fleet Reserve/Retirement Checklist) for debt collection.</p> <p>Note: Per MPA 39/16 the automated Separation Worksheet can now be saved as either a pdf or saved directly to the DFAS Military Repository (DMR) server. When the spreadsheet is saved to the DMR server, DFAS will not require a pdf copy of the worksheet to be sent through DWOWS.</p> <p>Retain Final Separation Pay Worksheet.</p> <p>If TRIM has been implemented refer to BUPERSINST 5210.8 (Series) "Implementation of the Total Record Information Management Application as the Electronic Records Management Solution within the Bureau of Naval Personnel" and PPIB 17-05 and PPIB 17-11 for Retain file electronic archiving procedures, otherwise manually archive Retain file.</p> <p>Important Document Retention Action: IAW Department of the Navy Memo dated 29 January 2015 "Revised Document Retention Requirements to Support Department of the Navy Financial Statement Audits" PPIB 15-17, Revised Document Retention Requirements to Support the Department of the Navy Financial Statement Audits, and NAVADMIN 66/16 Navy Audit Document Retention Guidance, financial record retention requirements are now ten years.</p> <p>Go to 16.</p>
15.7	Release final payment	DDO	<p>DDO releases final payment via verb JPBX in MMPA.</p> <p>DDO needs to annotate Disbursing Voucher (DOV) # and Date of Payment on his/her final Separation Payment Worksheet.</p> <p>Retain Final Separation Pay Worksheet.</p> <p>If TRIM has been implemented refer to BUPERSINST 5210.8 (Series) "Implementation of the Total Record Information Management Application as</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>the Electronic Records Management Solution within the Bureau of Naval Personnel” and PPIB 17-05 and PPIB 17-11 for Retain file electronic archiving procedures, otherwise manually archive Retain file.</p> <p>Important Document Retention Action: IAW Department of the Navy Memo dated 29 January 2015 “Revised Document Retention Requirements to Support Department of the Navy Financial Statement Audits” PPIB 15-17, Revised Document Retention Requirements to Support the Department of the Navy Financial Statement Audits, and NAVADMIN 66/16 Navy Audit Document Retention Guidance, financial record retention requirements are now ten years</p>
15.8	Did payment post in MMPA?	Clerk	<p>Did payment post in MMPA?</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <ul style="list-style-type: none"> • Enter verb RPHA to verify payment posted to Service Member's account (72 hours later) • Enter verb JJAA to verify no changes to NT line <p>If No, go to 15.9. If Yes, go to 16.</p>
15.9	Research error	Clerk/DDO	<p>Clerk researches error with Deputy Disbursing Officer and/or contacts DFAS for resolution.</p> <p>Go to 15.8.</p>
16	Finalize Service Member's FLTRES/ Retirement package and distribute	Clerk/Supervisor/ Service Member	Finalize Service Member's FLTRES/Retirement package and distribute documents as required.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	documents as required		
16.1	Complete final command separation documentation	Service Member	Service Member completes final command separation documentation.
16.1.1	Obtain signed Security Termination Statement	Service Member	Service Member obtains signed Security Termination Statement, OPNAV 5511/14, from Command Security Manager.
16.1.2	Complete Command/Installation Checkout Sheet	Service Member	Service Member completes Command/Installation Checkout Sheet. Ensure Housing Office Checkout memo is completed as part of Command/Installation Checkout Sheet.
16.2	Receive signed/finalized documents from Service Member	Clerk	Clerk receives signed/finalized documents from Service Member. Service Member will sign previously reviewed DD214 at this time. <ul style="list-style-type: none"> • Copy of completed Command/Installation Checkout Sheet
16.3	Verify submission of NAVPERS 7041/1 (PCS Travel)	Clerk	Clerk verifies submission of NAVPERS 7041/1 (PCS Travel). Refer to PPIB 12-16 for PCS travel document completion and submission procedures. Verify Service Member's completed NAVPERS 7041/1 (PCS Travel) electronically through NSIPS ESR. If Service Member manually completed form, mail to address indicated on reverse.
16.4	Provide documentation to Service Member	Clerk	Clerk provides documentation to Service Member on day of PTDY, terminal leave, or separation. Documentation includes: <ul style="list-style-type: none"> • Copies 1 and 4 of DD214 (Certificate of Release or Discharge from Active Duty) • Original Retirement Orders

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • Copy of NAVPERS 1070/602 (Dependency Application) • Copy of SGLV 8286 (SGLI Election and Certificate), if applicable • Copy of SGLV 8286A (Family Coverage Election and Certificate), if applicable • Copy of DD 2648 eForm • Copy of DD2656 (Data for Payment of Retired Personnel) 'SBP Election' • DD1351-2/2C (Travel Voucher or Subvoucher) (with pre-addressed return envelopes)
16.5	Mark TOPS transaction as "Completed"	Supervisor	Supervisor marks TOPS transaction as "Completed".
16.6	Submit locally prepared Retirement Orders to PCS Variance Component Cleveland	Clerk	<p>Clerk submits locally prepared Retirement Orders to PCS Variance Component Cleveland.</p> <p>Note: For locally prepared retirement order, PSD endorsement to NPC orders, email a copy of orders (with accounting data) to PCS Variance Component Cleveland at: NavyPCSorders@navy.mil.</p>
17	Complete Retirement processing	Clerk/Supervisor	Complete Retirement processing.
17.1	Complete final review of FLTRES/Retirement package	Supervisor	<p>Supervisor completes final review of FLTRES/Retirement package IAW NPPSC 1800/1 Fleet Reserve/Retirement Checklist.</p> <p>Note: Unverified forms (within the Service Member's ESR) will not be transmitted to the Service Member's OMPF.</p>
17.2	Close-out Service Record	Clerk	<p>Clerk closes out Service Record, only if required.</p> <p>Login to NSIPS: Select Electronic Service Record > Closeout Service Member Record > Electronic Service Record > Use. Enter Service Member's SSN.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • Select End of Service (Closeout date will auto populate with current date) • Select Training Closeout date • Select Awards Closeout dates • Select Closeout Records and Print Forms <p>Note 1: The NSIPS Record Closeout Process was automated by NSIPS Release 1.4.7.0 on 24 September 2016. As a result of that software change, record closeouts done in NSIPS Web no longer require that closeout forms be printed and submitted by US mail or Electronic Submission (e-Sub). The Awards Record (NAVPERS 1070/880), Training, Education and Qualification History (NAVPERS 1070/881), History of Assignments (NAVPERS 1070/605) and Member Data Summary (NAVPERS 1070/886) forms are electronically forwarded as necessary by the appropriate closeout process, either separation or reenlistment. NSIPS now automatically forwards these documents electronically to the Electronic Military Personnel Record System (EMPRS) for entry into the Official Military Personnel File (OMPF) when the member record is verified and closed out in NSIPS.</p> <p>Note 2: Those ships that are processing member records onboard via NSIPS Web Afloat should continue to mail or e-Sub these records until such time as the fully automated capability is delivered to the ship NSIPS server.</p>
17.3	Submit signed documents to NPC, as required	Clerk	<p>Clerk submits signed DD214, DD 2648 eForm, Survivor Benefit Plan (DD2656), NAVPERS 1070/602 (Dependency Application), NAVPERS 1070/613s (Administrative Remarks), NAVPERS 1070/621 (Extension of Enlistment), SGLI, and FSGLI to NPC, as required.</p> <p>Refer to PPIB 18-13, as required</p> <p>PSD Clerk verifies/writes Service Member's SSN in the upper left corner of the pdf version of the DD 2648 eForm, only if required</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Note 1: E-Sub entry date must match DD 214, block 12b date, and DD 214 must be E-Subbed to the OMPF no later than one day following the DD 214, block 12b date. Refer to BUPERSINST 1900.8 series.</p> <p>Note 2: Signed Immediate Reenlistment Contracts, Extensions, Agreement to Remain on Active Duty, and permanent Administrative Remarks documents continue to be manually forwarded to EMPRS via US mail or e-Sub.</p> <p>Note 3: If the reenlistment or separation closeout is done in Web NSIPS and the activity also submits by mail or e-Sub, that will cause duplicates.</p> <p>Note 4: Those ships that are processing member records onboard via NSIPS Web Afloat should continue to mail or e-Sub these records until such time as the fully automated capability is delivered to the ship NSIPS server.</p>
17.4	Compile and archive Retain File	Clerk	<p>Clerk compiles and archives Retain File (*as applicable)</p> <p>Important Document Retention Action: IAW Department of the Navy Memo dated 29 January 2015 "Revised Document Retention Requirements to Support Department of the Navy Financial Statement Audits" PPIB 15-17, Revised Document Retention Requirements to Support the Department of the Navy Financial Statement Audits, and NAVADMIN 66/16 Navy Audit Document Retention Guidance, financial record retention requirements are now ten years.</p> <p>If TRIM has been implemented refer to BUPERSINST 5210.8 (Series) "Implementation of the Total Record Information Management Application as the Electronic Records Management Solution within the Bureau of Naval Personnel" and PPIB 17-05 and PPIB 17-11 or Retain file electronic archiving procedures, otherwise manually archive Retain file.</p> <p>FLTRES/Retirement Retain File may contain the following, as applicable:</p> <ul style="list-style-type: none"> • Copy of completed Command/Installation Checkout Sheet • Completed NPPSC 1800/1 Fleet Reserve/Retirement Checklist Copy 8 of DD214 (Certificate of Release or Discharge from Active Duty)

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> • FLTRES/Retirement Orders with email confirming receipt of orders from NavyPCSOders • Signed DD 2648 eForm • Copy of FLTRES/Retirement Authorization • Copy of NSIPS Strength Loss (E503) • * Copy of approved NAVCOMPT 3065 (E-Leave Request/Authorization) for Separation Leave • * Copy of approved Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting Orders • Copy of DD2656 (Data for Payment of Retired Personnel) 'SBP Election' with fax confirmation • Completed NPPSC 1900/1 Separation Questionnaire • Copy of NAVPERS 1070/602 (Dependency Application) • Separation Pay Worksheet
17.5	Distribute remaining DD214 copies	Clerk	<p>Clerk distributes remaining DD214 copies to appropriate IAW BUPERSINST 1900.8 (Series).</p> <p>Note: PPIB 18-13 announced the utilization of eDD-214 functionality for NSIPS Web activities. This functionality allows the Separations Clerk to initiate the eDD-214 electronically within the NSIPS R&S module, and then electronically route to the member for verification to make sure all information is correct. After member's verification, the data will be transmitted to BUPERS Online (BOL) Document Services in order for the member and the Approving Official to digitally sign the document. All DD-214s initiated on or after 16 July 2018 will be processed utilizing the eDD-214 module within NSIPS. All personnel assigned to shore commands with access to NSIPS web and supported by PSD can now use this functionality when processing their separation or release from active duty. Commands supported by PSD Afloat will utilize this functionality as long as they have access to NSIPS web. NSIPS Web-Afloat implementation timeline is dependent on the ship maintenance process and projected to be available for deployment Feb 2019. Directions for using the eDD-214 functionality is posted on the NSIPS main page, beneath the Training section titled User Productivity Kit (UPK). In the UPK section, select RnS Training then DD214.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Important Note: When processing legacy DD 214's, DO NOT MAIL Copy 3 to the VA anymore. Discard Copy 3 IAW Personal Identifiable Information (PII) regulations. If DD 214 data is required by the VA Office, they can access the member's Official Military Personnel File (OMPF) via Defense Personnel Records Information Retrieval System (DIPRIS) to retrieve the data they require. To immediately update member's record, submit Copy 2 (OMPF copy) to PERS-312 as soon as the Legacy DD 214 is prepared, signed and distributed.
17.6	Verify Strength Loss posted in MMPA five days after separation	Supervisor	<p>Supervisor verifies Strength Loss posted in MMPA five days after separation.</p> <p>Effective 1 July 2011, commands using shore based NSIPSWEB (Ver. 1.3.3) will no longer need to submit the second Strength Loss transaction. The second Strength Loss transaction will be automatically released by NSIPS three working days after the actual Separation date. The three day delay will allow the Separation Clerk time to make any necessary corrections.</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Verify Strength Loss posted in MMPA LOPG/LOOG. If Strength Loss did not post, supervisor contacts NSIPS for resolution.</p> <p>Verify "T" status on SA screen in MMPA JJAA. If "T" status did not post, supervisor contacts DFAS for resolution.</p> <p>If PSD was required to process Separation leave as regular leave, due to leave reject, then verification of Strength Loss posting will be one day after Strength Loss is released.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Check MMPA LOPG/L0OG and MMPA JJAA after one update cycle, but wait two update cycles before taking corrective action.
17.7	Did Service Member's account go to 'V' status in MMPA/JJAA?	Supervisor	<p>Did Service Member account go to 'V' status in MMPA/JJAA?</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p> <p>Check SA Screen 20 days after Retirement date.</p> <p>If No, go to 17.8. If Yes, go to Stop</p>
17.8	Contact DFAS for resolution	Supervisor	<p>Supervisor contacts DFAS for resolution.</p> <p>Refer to MPA 03/15, Navy Field Separation Requests to DFAS Offices, for additional documentation and submission requirements regarding closed "V" status DJMS-AC accounts</p> <p>Go to 17.7.</p>
STOP			